

REGULAR MEETING
July 1, 2019

The City Council of the City of Forest City, Iowa, met in regular session on July 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. and announced it was the time and place for a public hearing on vacating and issuing easements for Kwik Star. Per City Administrator Barbara Smith and City Attorney Steve Bakke, Kwik Star has purchased additional property that needs to be included in the easements. The previous easements will need to be vacated and new ones issued. 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.

Mayor Ruitter led the Pledge of Allegiance.

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

Kathy Rollefson, Chamber of Commerce Director, presented her report to the Mayor and Council. She highlighted Winnebago Industries' newly redone Visitor's Center and encouraged the public to check it out. The Chamber is busy planning for Puckerbrush Days, which will be held July 18-21. The Mayor and Council thanked Ms. Rollefson for her report.

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

1. Agenda (7/1/19)
2. Council Minutes (6/17/19)
3. Board & Committee Minutes, as follows:
 - a. Housing Committee (6/17/19)
 - b. Personnel Committee (6/17/19)
 - c. Streets Committee (6/17/19)
 - d. Heritage Park (6/18/19)
 - e. Housing Commission (6/25/19)
 - f. Oakland Municipal Cemetery (6/18/19)
 - g. Library Board (4/10/19, 4/17/19, 5/15/19, 5/23/19)
 - h. Historic Preservation Commission (6/25/19)
 - i. FCED Monthly Report
 - j. Grow Forest City Monthly Report
4. Hanson Foundation donation for Puckerbrush Celebration (\$2,000)
5. Waldorf TIF Payment (\$87,384.00)
6. List of Claims
7. Class B Native Wine Permit for Body & Skin Rejuvenation LLC & Class C Liquor License for Ay Jalisco

Motion carried unanimously.

Melissa Michaelis, new executive director for Winn-Worth Betco, introduced herself and Lexie Bodzioch, the new marketing director. Winn-Worth Betco assists with projects going on within the counties and communities, as well as economic development needs in the area. The Mayor and Council welcomed them and thanked them for their service.

City Administrator Barbara Smith asked the Council to approve a letter of support for the Winnebago County Environmental Education Center. Winnebago County Conservation is seeking external funding for

their new facility. Moved by Wooldridge, seconded by Buffington, to approve the letter of support. Motion carried unanimously.

City Administrator Barbara Smith asked the Council to waive the Noise Ordinance for fireworks on July 20th for Puckerbrush Days. Moved by Zehren, seconded by Davis, to waive the ordinance. Motion carried unanimously.

Street Superintendent Mike O'Rourke asked the Council to approve Pay Request No. 4 (\$1,394,176.60) to Heartland Asphalt, Mason City, for work on the 2018 Street & Utility Improvement Project. Moved by Wooldridge, seconded by Holland, to approve the pay request. Motion carried unanimously.

Electric Department Supervisor Duane Kuhn asked the Council to approve Pay Request No. 2 (\$72,526.08) to Perrin Directional Drilling LLC for work on Phase 1B of the Electric Distribution Improvements Project. Moved by Wooldridge, seconded by Zehren, to approve the pay request. Motion carried unanimously.

Councilmember Davis introduced Resolution No. 19-20-01, A RESOLUTION AUTHORIZING THE CITY CLERK TO CERTIFY TO THE COUNTY TREASURER FOR COLLECTION OF UNPAID NUISANCE ABATEMENT INVOICES and moved its adoption. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted.

Councilmember Wooldridge introduced Resolution No. 19-20-02, A RESOLUTION APPROVING THE CERTIFICATE OF COMPLETION AND TERMINATION OF THE DEVELOPMENT AGREEMENT AND MINIMUM ASSESSMENT AGREEMENT WITH K & K LAND DEVELOPMENT, LLC, and moved its adoption. Councilmember Buffington seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted.

The Mayor and Council discussed the proposed new floor plan for the Visitor's Center. If approved, the City will go out to bid for architects. Moved by Zehren, seconded by Holland, to approve the plan. Motion carried unanimously.

City Administrator Barbara Smith led the discussion on a change in recycling procedures, as Mason City Recycling contacted the City and said they would no longer pick up recycling when their current contract expires on June 30, 2019. The Street Committee had reviewed several scenarios and recommended using City garbage trucks and employees to pick up recycling. The City would need to purchase a used garbage truck for backup and hire an additional employee to serve as a floater. Monthly residential recycling fees would increase \$1.00 per month, to \$4 per month. Smith asked Mason City Recycling to continue picking up the city's residential recycling through August 2, 2019 to allow the City time to get the new program in place. Moved by Wooldridge, seconded by Holland, to approve the Street Committee's recommendations for the City to start picking up recycling. Motion carried unanimously.

Councilmember Holland introduced Resolution No. 19-20-03, A RESOLUTION APPROVING THE GRANTING OF A STORM WATER EASEMENT TO PROPERTY LOCATED IN THE NW ¼ OF SECTION 36 – T98N – R24W, FOREST CITY, WINNEBAGO COUNTY, IOWA, AND APPROVAL OF THE AGREEMENT FOR THE MANAGEMENT AND MAINTENANCE OF A STORM WATER FACILITY, and moved its adoption. Councilmember Zehren seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted.

Councilmember Wooldridge introduced Resolution No. 19-20-04, A RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING THE GRANTING OF A UTILITY EASEMENT LOCATED AT 806 HIGHWAY 69 NORTH, FOREST CITY, IOWA, BY THE CITY OF FOREST CITY, IOWA, and moved its adoption. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted.

City Administrator Barbara Smith presented the preliminary site plan for the proposed hotel project. The hotel would be situated on two acres in the middle section of the property, allowing parking on three sides. Ms. Smith asked for feedback from the Council and received general approval for the site plan. The next step is for the developer to give the City the site plan for the hotel property, then the City will work on a development agreement with the hotel developer.

Under staff reports, Police Chief Tom Montgomery noted there will be a Police Department vs. Fire Department softball tournament on July 21st of Puckerbrush Days at 5 p.m. at the high school baseball field, with proceeds going to Families of the Fallen.

The following invoices were approved for payment:

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ATLANTIC BOTTLING COMPANY	CONCESSIONS	528.50
B & B TRANSFORMER	TRANSFORMER/WINN WAREHOUSE PRO	14,007.00
BAKER & TAYLOR COMPANY	BOOKS	2,149.67
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	213.74
BERGLAND & CRAM	LIBRARY PROJECT	4,357.50
CHAD BINA	UNIFORM ALLOWANCE	200.00
BLACKBURN	MARKING PAINT	245.18
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,368.44
BOMGAARS SUPPLY	MISC SUPPLIES	1,094.57
BORDER STATES ELECTRIC	ELECTRICAL SUPPLIES	1,779.29
BRIAN CURRENT	REHAB #2 FINAL	1,000.00
BROWN SUPPLY	VALVE BOX TOP & LID	189.00
BROWNELLS, INC.	GAS RINGS	6.34
CARROT-TOP INDUSTRIES INC.	FLAG	35.76
CITY OF FOREST CITY	DUMPSTER	575.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
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CHRISTA COSGRIFF	REIMBURSEMENT	44.76
D & D SALES	VAL/DEE UNIFORM ALLOWANCE	137.50
DEMCO	OFFICE SUPPLIES	86.03
DGR ENGINEERING	PHASE 1B DIST IMPROVEMENTS	17,988.14
DMACC STUDENT ACCOUNTS	TUITION/S ARMSTRONG	1,092.00
RAMON DOROTEO	PARTIAL REF/PRK PERMIT #1917	120.00
EFTPS	FED/FICA TAX	25,284.49
EFTPS	FED/FICA TAX	25,602.26
ELSMORE SWIM SHOP	SWIM SUPPLIES	243.40
F C AMBULANCE	J SMITH/INITIAL ISSUE	345.95
F C CHAMBER OF COMMERCE	HOTEL-MOTEL	7,033.45
F C CHAMBER OF COMMERCE	REBATE/J BORAN	150.00
F C CHAMBER OF COMMERCE	PUCKERBRUSH DONATION/HANSON FO	2,000.00
F C ECON DEVEL CORP	HOTEL-MOTEL	2,344.48
F C EMPLOYEE ASSN	FLOWER FUND	44.00
F C MUN UTILITIES	UTILITIES	12,679.45

F C MUNICIPAL BAND	COMM BAND DONATION	2,000.00
FAIRBANKS MORSE	REPAIR #6 ENGINE	45,142.95
FARUS CONTRACTING	RENT REIMBURSE/TENANT #27	95.00
FASTENAL	NUTS & BOLTS	130.23
FLETCHER-REINHARDT	PROJECT MATERIALS	2,894.23
FOREST CITY FORD	PARTS/SERVICE	196.40
BRETT GEELAN	UMPIRE	380.00
GIFTS SEW SWEET	B BURRESS UNIFORM ALLOWANCE	187.78
H & S AUTO PARTS	LADDER/DRILL BITS	89.70
KARON HAUN	PRESERVE IOWA SUMMIT	348.43
HAWKINS INC	CHEMICALS	1,475.00
HEARTLAND ASPHALT	PAY REQUEST #4	1,394,176.60
HERCULES INDUSTRIES	PADLOCKS	685.46
HERMEL WHOLESAL	WATER	57.96
NORMA J. GINTHER-HERTZER	JUNE 15TH CHECK	1,250.00
HEWETT WHOLESAL INC.	CONCESSIONS	1,097.18
HOLLAND CONTRACTING	TRUCK TIRE	90.00
IA LAW ENFORCEMENT ACADEMY	RECERT/M WUBBEN	325.00
INTERNAL REVENUE SERVICE	PCORI FEES/INSURANCE	109.34
SIMMERING-CORY/IA CODIFICATION	MAY 2019 SUPPLEMENT	465.00
IOWA DEPT OF NATURAL RESOURCES	PERMIT FEE/#9525001	85.00
IOWA DEPT OF NATURAL RESOURCES	STORM WATER PERMIT FEE	175.00
IOWA ONE CALL	SERVICES	92.00
IPERS	WAGE ADJ/R SCHOON	1,334.66
NANCY KEPHART	UNIFORM ALLOWANCE	183.79
KNAPPER OIL CO	CONCESSIONS	1,062.00
TWILA LEONARD	TOBACCO COMPLIANCE CHECK	50.00
LINCOLN AQUATICS	GOGGLES	137.11
LOLAS PLANTS & GIFTS	OUTDOOR POTTING	40.00
MARTINEZ PROPERTIES	RENT REIMBURSE/TENANT #30	112.50
MASON CITY ROOFING	ROOF DOWN PAYMENT	24,744.50
MCMASTER CARR	REPAIR #6 ENGINE	930.95
METERING & TECHNOLOGY SOLUTION	METERS	2,322.71
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	239.51
MIDWEST WHEEL COMPANIES	WHEELS #175	152.00
RON MILLER	UMPIRE	250.00
ZACH MILLER	UMPIRE	285.00
KIP MURPHY	UMPIRE	480.00
NELSON PLUMBING & HEAT	SOFT STARTS/POOL PUMPS	19,127.69
NORTH IA LUMBER & DESIGN	FOAM INSULATION	226.37
MICHAEL O'ROURKE	UNIFORM ALLOWANCE	156.35
TOM PAULEY	UMPIRE	1,200.00
PERRIN DIRECTIONAL DRILLING	ELEC IMPROVEMENTS PHASE 1B	72,526.08
PETTY CASH	REIMBURSE PETTY CASH	41.78
PHOENIX RENTALS	RENT REIMBURSE/TENANT #26	150.00
PITNEY BOWES	METER RENTAL	126.00
POWER LINE SUPPLY	ELECTRICAL SUPPLIES	937.77
MATT PRICE	REFUND SWIM LESSON CANCEL	30.00
SKYLER PURDY	UMPIRE	400.00
QUILL CORPORATION	PRINTER/INK	600.91
RECREONICS	POOL SUPPLIES	1,370.32
RESCO	ELECTRICAL SUPPLIES	615.27
RHODE ISLAND NOVELTY	CONCESSIONS	596.17
RICK BURRESS	ABATEMENT MOWING	37.50
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
SHERWIN-WILLIAMS CO.	PAINT	101.27
STREICHER'S	BOOTS/PANTS UNIFORM	283.97
TASC	FLEX PRE-TAX	840.33

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TEST AMERICA LABORATORIES	TESTING	1,050.00
THEISS SHIRTS, INC	SHIRTS	1,015.00
TREAS, ST OF IOWA	STATE TAX	8,376.00
U P S	UPS CHARGES	95.71
U S POST OFFICE	20 SHEETS STAMPS	220.00
U S POST OFFICE	UTILITY BILL POSTAGE	2,000.00
SAMANTHA VALDEZ	UMPIRE	250.00
VALIC	DEF COMP- 457	475.00
VERIZON	PHONE SERVICE	36.82
VERIZON	PHONE SERVICE/DEVICE	68.36
VERIZON	PHONE SERVICE	36.82
VISUAL COMMUNICATION SERVICES	PARK SIGNS	2,116.00
WALDORF UNIVERSITY	TIF REBATE	87,384.00
WHKS & CO.	J ST TRAIL CONNECTION	6,718.40
JASON WEISS	UNIFORM ALLOWANCE	12.57
WESCO RECEIVABLES CORP.	WIRE	909.50
Y M C A	YMCA	240.00
YOHNCO	CONCRETE	358.00
TOTAL ACCOUNTS PAYABLE		1,820,230.28
PAYROLL CHECKS		163,202.50
**** PAID TOTAL ****		1,983,432.78
***** REPORT TOTAL *****		1,983,432.78

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL	191,469.44
GRANT ADMINISTRATION	2,000.00
ROAD USE	16,918.58
HOTEL/MOTEL FUND	9,377.93
TIF	87,384.00
LOW/MOD INCOME	1,357.50
MOTEL PROJECT	968.00
2018-20 STREET PROJECTS	1,394,351.60
LIBRARY	4,387.97
CASEY'S STORE	32.60
J STREET TRAIL	2,785.60
WATER	20,111.71
EWER	30,254.12
ELECTRIC	210,652.48
LANDFILL/GARBAGE	11,227.05
STORM WATER	154.20
TOTALS	<u>1,983,432.78</u>

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

ATTEST:

Barbara Smith, City Administrator

Byron Ruiter, Mayor