

**REGULAR MEETING – Amended Minutes  
September 3, 2019**

The City Council of the City of Forest City, Iowa, met in regular session on September 3, 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 included: Buffington, Davis, Holland, Mikes, Pehrson and Zehren. Absent: Wooldridge.

Forest City Economic Development Director Beth Bilyeu presented a power point on the new Cobblestone Hotel. The Mayor and Council thanked Ms. Bilyeu for her presentation.

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

1. Agenda (9/3/19), with noted corrections of removing Items 7 (Geese at shooting range) and 8 (Social Hosting Ordinance); amending item 9 to read ‘vacating the alley between 8<sup>th</sup> & 9<sup>th</sup> Streets and N & O Streets’; and amending Item 17 to read ‘Quit Claim Deeds’
2. Council Minutes (8/19/19)
3. Board & Committee Minutes, as follows:
  - a. Business & Industry Committee (8/19/19)
  - b. Library Board (7/17/19, 7/22/19, 8/5/19, 8/6/19)
  - c. Heritage Park (8/20/19)
  - d. Housing Commission (8/27/19)
  - e. Boman Fine Arts Center (8/22/19)
  - f. Grow Forest City
  - g. Forest City Chamber of Commerce
4. List of Claims

Motion carried unanimously.

Library Board Chairman Tracy Broesder and Library Director Christa Cosgriff updated the Council on the new Library. The Board & Christa have come up with a design the architects are going to work with, and they have had three companies check out the Library roof to quote roof replacement. They are currently looking at lower bookcases and bookcases on wheels. They will have a meeting room with outside access that holds 60 people, as well as a separate reference room that is more assessible. The Mayor and Council thanked Tracy and Christa for their report.

City Administrator Barbara Smith addressed a request by Adam and Leslie Torkelson to vacate the alley between 8<sup>th</sup> and 9<sup>th</sup> Streets and N & O Streets by their home. Leslie Torkelson noted they had met with their neighbors, one of whom agreed to vacate the alley and the other who agreed to split it. City Attorney Bakke recommended vacating the alley to the adjoining property owners. Bakke will put together a resolution setting a public hearing and will create legal descriptions for this property. Legal fees will be assessed to the property owners. Moved by Davis, seconded by Zehren, to proceed with vacation of the alley. Motion carried unanimously.

Councilmember Buffington introduced Resolution No. 19-20-12, A RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING ON THE NE URBAN RENEWAL AREA PLAN and moved its adoption. Councilmember Davis seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted. The Hearing will be held September 16, 2019, at 7:00 p.m. in the Council Chambers of City Hall, 305 North Clark Street, Forest City, Iowa.

Councilmember Zehren introduced Resolution No. 19-20-13, A RESOLUTION ORDERING BIDS, APPROVING PLANS, SPECIFICATIONS AND FORM OF CONTRACT AND NOTICE TO BIDDERS, AND FIXING A DATE FOR RECEIVING SAME, AND FOR A PUBLIC HEARING FOR THE SAME FOR THE LIBRARY ROOF REPLACEMENT PROJECT and moved its adoption. Councilmember Mikes seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted. The bid opening will be September 12<sup>th</sup>, and the Hearing will be held September 16, 2019, at 7:00 p.m. in the Council Chambers of City Hall.

Street Superintendent Mike O'Rourke asked the Council to approve Pay Request No. 6 in the amount of \$414,061.47 to Heartland Asphalt, Mason City, Iowa, for work on the 2018 Street & Utility Improvement Project. Moved by Holland, seconded by Buffington, to approve the pay request. Motion carried unanimously.

Electric Department Supervisor Duane Kuhn asked the Council to approve Pay Request No. 4 in the amount of \$69,282.68 to Perrin Directional Drilling LLC for work on the Electric Distribution Improvements Project – Phase 1B. Moved by Holland, seconded by Davis, to approve the pay request. Motion carried unanimously.

Electric Department Supervisor Duane Kuhn asked the Council to approve Pay Request No. 1 in the amount of \$8,665.90 to Groe Electric for work on the Electric Distribution Improvements Project – Phase 1B. Moved by Zehren, seconded by Pehrson, to approve the pay request. Motion carried unanimously.

Councilmember Pehrson introduced Resolution No. 19-20-14, A RESOLUTION APPOINTING SHELLEY CURRENT TO THE LIBRARY BOARD TO FULFILL THE REMAINING TERM OF JOYCE KASPER (Term Expiring 7/1/20) and moved its adoption. Councilmember Mikes seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted.

Mayor Ruitter asked that it be noted in the minutes that Kelli Hill in Housekeeping moved to Step 2 (\$15.14), per the wage matrix.

City Attorney Bakke addressed quit claim deeds for 343 West K Street and 645 West O Street. He noted the owners agreed to deed them over to the City, and the City will be responsible for the costs for tearing them down. Moved by Zehren, seconded by Holland, to accept the quit claim deeds. Motion carried unanimously.

Councilmember Mikes introduced Resolution No. 19-20-15, A RESOLUTION REAPPOINTING TIM FREDRICKSON AND DICK TWEETEN TO THE BOARD OF ADJUSTMENT 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 Buffington introduced Resolution No. 19-20-16, A RESOLUTION SETTING A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE A DEVELOPMENT AGREEMENT WITH FOREST CITY HOSPITALITY, LLC, INCLUDING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS and moved its adoption. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted. The Hearing will be held September 16, 2019, at 7:00 p.m. in the Council Chambers of City Hall.

Under staff reports, it was noted that the new recycling program is going well; however, customers need to have their recycling out by 8:00 a.m. in order to have it picked up.

Under public forum, Ken Strand addressed the issues of Jake braking, speeding traffic on North Highway 69, and a report to the FCPD.

The following invoices were approved for payment:

<b>CLAIMS REPORT</b>		
<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ACCESS SYSTEMS	QUARTERLY CHARGES	689.89
ADVANCED DOOR SYSTEMS	REPAIR/PARTS	584.70
ADVANCED SYSTEMS	COPIER PAYMENT	279.58
AGVANTAGE FS	BULK DIESEL OIL	1,285.95
AMAZON.COM	BOOKS	161.21
AMAZON.COM	BOOKS	788.55
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,176.55
BAKER & TAYLOR COMPANY	BOOKS	302.66
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	213.74
BLACKSTRAP, INC.	ROAD SALT	8,368.22
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,381.20
BMC AGGREGATES LC	CONCRETE SAND	1,324.50
BOMGAARS SUPPLY	MISC SUPPLIES	1,232.98
BORDER STATES ELECTRIC	ELECTRICAL SUPPLIES	2,199.71
BRINDUSA VELICA	REGISTRATION/B SCHMIDT	95.00
CAMPUS VIEW APARTMENTS	SEPT RENT/S ARMSTRONG	650.00
CENTRAL IA DISTRIBUTING	TOWELS	83.60
CHRYSLER OF FOREST CITY	ACUATOR	32.06
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
COMPUTER SYSTEMS UNLIMITED	COMPUTER SERVICE	55.00
CHRISTA COSGRIFF	REIMBURSE/SUMMER READING	318.82
CULVER HAHN	FLOURESCENT LIGHTS	82.50
CULVER HAHN	ELECTRICAL SUPPLIES	1,217.46
D & D SALES	INITIAL ISSUE CLOTHING	808.00
DAKOTA SUPPLY	LITHIUM BATTERIES	227.24
DGR ENGINEERING	PHASE 1B DIST IMPROVEMENTS	2,121.64
DMACC STUDENT ACCOUNTS	TUITION/900956629 ARMSTRONG	1,760.00
EFTPS	FED/FICA TAX	25,804.81
ELECTRONIC ENGINEERING	RADIO BATTERIES	344.00
F C CHAMBER OF COMMERCE	REBATE/D HANSMEIER	100.00
F C EMPLOYEE ASSN	FLOWER FUND	43.50
F C MUN UTILITIES	UTILITIES	15,737.42
FARMER'S CO-OP ASSOC	FUEL	266.27
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,198.54
FOREST CITY FORD	POWER STEETING GEAR	2,231.41
G & H MOTOR PARTS	PARTS	69.36
GRIT-OGDEN PUBLICATIONS	SUBSCRIPTION	18.95
GROE ELECTRIC, INC.	PAY EST #1/PHASE 1B	8,665.90
JOSI GUNDERSON	REIMBURSE/RETIREMENT PARTY	37.79
HACH CHEMICAL CO	CHEMICALS	436.36
THRESEA HALLETT	REIMB FOOD NEW LIBRARY	203.19
HANCOCK CO TREASURER	PROPERTY TAXES	676.00
HAWKINS INC	CHEMICALS	3,410.75
HEARTLAND ASPHALT	PAY REQUEST #6	414,061.47
HERMEL WHOLESale	WATER	25.91
HOLLAND CONTRACTING	TIRES	650.00
HOUSE BEAUTIFUL	SUBSCRIPTION	29.97
HY-VEE ACCOUNTS RECEIVABLE	MISC SUPPLIES	206.81
HY-VEE ACCOUNTS RECEIVABLE	MISC SUPPLIES	28.59
I M F O A	ATHENIAN DIALOGUE	70.00

INGERSOLL RAND CO IND TECH	REPAIRS #6 AIR COMPRESSOR	1,032.16
SIMMERING-CORY/IA CODIFICATION	AUG 2019 SUPPLEMENT	198.00
IOWA PRISON IND	CROSSWALK SIGNS	93.00
IPERS	IPERS PAYABLE	32,207.74
KAISER AUTO REPAIR	REPLACE HEATER	284.90
KNAPPER OIL CO	#2 DIESEL FUEL	44,336.82
LAHARV CONST	NORTH 10TH STREET PATCH	286.31
TODD LEWIS	LEASE PAYMENT	1,529.00
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,432.93
LYLE'S SALES & SERVICE	PARTS/LABOR	42.00
LYNCH DALLAS, P.C.	CONSUL/PROF FEES	478.50
MARTINEZ PROPERTIES, LLC	2ND HALF HOUSING REHAB	7,500.00
MARTINEZ PROPERTIES	RENT REIMBURSE/TENANT #30	112.50
MASON CITY ROOFING	2ND HALF ROOF REPAIR	24,745.00
FOREST CITY HOMES, LLC	OVERPAYMENT ON UTILITY ACCT	41.99
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	262.69
MID AMERICAN RESEARCH CHEMICAL	CLEANING SUPPLIES	229.02
NEW HORIZON CONTRACTING	BUILDING CLEAN OUT	8,940.00
NEXT GENERATION	SYSTEM SUPPORT	176.61
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	123.00
NORTH CENTRAL LABS	TESTING	15.13
NORTH IA LUMBER & DESIGN	ALUMINUM SHEETING	245.43
OLD DOMINION BRUSH	SWEEPER GUTTER BROOMS	646.44
OVERDRIVE, INC.	FY20 BRIDGES E-BOOK SUBSCRIPTI	861.65
PERRIN DIRECTIONAL DRILLING	PAY EST #4/PHASE 1B	69,282.68
PETTY CASH	REIMBURSE PETTY CASH	87.86
PRAETORIAN DIGITAL	SUBSCRIPTION/POLICEONE.COM	2,410.00
QUILL CORPORATION	OFFICE SUPPLIES	221.56
READER'S DIGEST	SUBSCRIPTION	21.95
KEVIN J REICKS	UNIFORM ALLOWANCE	119.99
RESCO	HIGH VOLT WARNING LABELS	952.77
RICK BURRESS	ABATEMENT MOWING	75.00
RIHM KENWORTH	CLEAN/BAKE EXHAUST FILTER	1,329.11
SANDRY FIRE SUPPLY	STRUCTURAL BOOT	798.82
SIEMENS INDUSTRY, INC.	ROUTER	1,651.55
STATE LIBRARY OF IOWA	FY20 BRIDGES E-BOOK	61.00
STATE LIBRARY OF IOWA	FY20 DATABASE SUBSCRIPTION	274.06
STREICHER'S	UNIFORMS	81.02
SUNDE SERVICES, LLC	DRAINAGE DITCH MOWING	135.00
TASC	FLEX PRE-TAX	934.08
TEST AMERICA LABORATORIES	TESTING	582.75
TORKELSON PLUMBING	STOOL-FAUCET REPAIR	111.65
TREAS, ST OF IOWA	STATE TAX	8,457.00
U P S	UPS CHARGES	54.34
U.S. BANK	CC CHARGES/REWARD DOLLARS	9.51
VALIC	DEF COMP- 457	475.00
JIM VELKY	RENT REIMBURSE/TENANT #36	200.00
VERIZON	PHONE SERVICE	36.82
VERIZON	PHONE SERVICE	36.82
VISA	FOOD/PET REGISTRATION	345.19
VISA	CREDIT CARD CHARGES	1,206.42
VOLTMER	PAY EST #7/FINAL RETAINAGE	11,932.31
WADE THOMPSON TRUCK & REPAIR	MASTER CYLINDER	916.00
WINNEBAGO COUNTY TREASURER	CERT NUMBER 17-0063	3,029.00
Y M C A	YMCA	221.50
YOHNCO	CONCRETE	327.00
TOTAL ACCOUNTS PAYABLE		737,270.64
PAYROLL CHECKS		169,917.94

**FUND RECAP:**

<b>FUND DESCRIPTION</b>	<b>CLAIMS</b>
GENERAL	194,054.71
ROAD USE	24,217.04
LOW/MOD INCOME	7,812.50
2018-20 STREET PROJECTS	414,061.47
LIBRARY	9,357.58
CASEY'S STORE	34.08
WATER	21,127.98
SEWER	29,522.90
ELECTRIC	186,446.53
LANDFILL/GARBAGE	19,772.35
STORM WATER	781.44
TOTALS	<u>907,188.58</u>

MONTHLY FUND RECAP (July 2019)

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 144,968.66
006	Grant Administration	\$ 2,000.00
110	Road Use	\$ 42,849.69
112	Employee Benefits	\$ 2,585.23
119	Emergency	\$ 193.46
121	Local Option Sales Tax	\$ 35,640.94
125	TIF	\$ 788.02
200	Debt Service	\$ 4,406.11
600	Water	\$ 62,634.49
610	Sewer	\$ 78,127.64
630	Electric	\$ 479,424.18
670	Landfill/Garbage	\$ 42,784.33
740	Storm Sewer	\$ 12,007.37
	<b>TOTAL ALL FUNDS</b>	<b>\$ 908,410.12</b>

**Aug Net Salaries 169,917.94**

Moved by Davis, seconded by Mikes, to adjourn the meeting at 8:07 p.m. Motion carried unanimously.

ATTEST:

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Barbara Smith, City Administrator

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Byron Ruiter, Mayor