

REGULAR MEETING
October 7, 2019

The City Council of the City of Forest City, Iowa, met in regular session on October 7, 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.

Mayor Ruitter announced it was the time and place for a public hearing on vacating the alley between O & N Streets. City Attorney Steve Bakke is drawing up easements for ingress and egress. Since there were no written objections, nor were any oral objectors present at the meeting, the Mayor declared the meeting to be closed at 7:05 p.m.

Mayor Ruitter led the Pledge of Allegiance.

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

Kathy Rollefson presented her Director's report for the Chamber of Commerce. The Mayor and Council thanked Ms. Rollefson for her report.

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

1. Agenda (10/7/19)
2. Council Minutes (9/17/19)
3. Board & Committee Minutes, as follows:
 - a. Heritage Park (9/17/19)
 - b. Library (8/21/19 & 9/4/19)
 - c. Housing Commission (8/27/19 & 9/24/19)
 - d. Iowa League of Cities' Conference Report
 - e. Grow Forest City Report
 - f. Forest City Economic Development Report
4. List of Claims
5. Class C Beer Permit & Cigarette Permit for Kwik Trip, Inc.; Class B Native Wine & Special Class C Liquor License for Forest City Education Foundation for New Year's Eve Gala (pending dram shop)

Motion carried, with Wooldridge abstaining.

Library Director Christa Cosgriff and Library Board members Gail McCarthy and Beth Clouse were present at the meeting to update the Council on the new library. They noted a temporary furnace is needed, electrical was started 9/30, and the new roof will be put on from 11/4 – 12/6. On January 6th they will start the capital campaign launch. The Mayor and Council thanked them for their report.

Library Director Christa Cosgriff led the discussion regarding a new furnace for the current library, as the current furnace does not work. North Iowa Plumbing, Heating & Electric Inc., Forest City, has agreed to honor their 2016 quote to replace the furnace (\$10,025.15), which is a budgeted item. Moved by Mikes, seconded by Zehren, to approve the purchase of the new furnace. Motion carried unanimously.

Moved by Wooldridge seconded by Zehren to set an October date for a goose hunting shoot at Bear Creek Golf Course. Wooldridge then amended his motion, seconded by Zehren, to set the date for the goose hunting shoot for November 2nd - 3rd and to approve temporary changes to the City Code to allow discharging weapons in City limits for the shoot. A list of hunters will be presented to the Council on October 21st for approval. Motion carried unanimously.

City Administrator Barbara Smith discussed changes to safety training, as IAMU wants to hire a regional safety trainer. The City's share of the cost will be approximately \$17,000/yr. for three years. This training will be only for Forest City employees, and IAMU will also help set up safety procedures. Moved by Pehrson, seconded by Wooldridge, to approve the Council's interest in moving forward with IAMU by November 1st. Motion carried unanimously.

Councilmember Buffington introduced the first reading of Ordinance No. 803, AN ORDINANCE AN ORDINANCE TO PROTECT THE INTEREST, WELFARE, HEALTH, AND SAFETY WITHIN THE CITY OF FOREST CITY BY PROHIBITING THE SERVICES TO AND CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONS UNDER THE AGE OF TWENTY-ONE (21) AT PREMISES LOCATED IN THE CITY AND PRESCRIBING PENALTIES FOR VIOLATIONS OF THE ORDINANCE and moved its adoption. Councilmember Mikes seconded the motion. Roll call vote – all ayes. This represents the first reading of Ordinance No. 803.

Councilmember Holland moved that the rule requiring said Ordinance to be read on three different days be dispensed with. Councilmember Zehren seconded the motion. Roll call vote – all ayes.

Councilmember Buffington moved that Ordinance No. 803 now be adopted. Councilmember Pehrson seconded the motion. Roll call vote – all ayes. Whereupon the Mayor declared Ordinance No. 803 duly adopted.

Councilmember Wooldridge introduced Resolution No. 19-20-21, A RESOLUTION APPOINTING MARCIA 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 Wooldridge introduced the first reading of Ordinance No. 804, AN ORDINANCE VACATING THE EAST $\frac{3}{4}$ OF THE ALLEY IN BLOCK 12 (12) BETWEEN LOTS FOUR (4) AND FIVE (5) AND THE EASTERN HALF OF LOTS THREE (3) AND SIX (6), ORIGINAL TOWN OF FOREST CITY, WINNEBAGO COUNTY, IOWA, and moved its adoption. Councilmember Davis seconded the motion. Roll call vote – all ayes. This represents the first reading of Ordinance No. 804.

Councilmember Zehren moved that the rule requiring said Ordinance to be read on three different days be dispensed with. Councilmember Pehrson seconded the motion. Roll call vote – all ayes.

Councilmember Mikes moved that Ordinance No. 804 now be adopted. Councilmember Wooldridge seconded the motion. Roll call vote – all ayes. Whereupon the Mayor declared Ordinance No. 804 duly adopted.

Moved by Wooldridge, seconded by Mikes, to set November 25th at 7:00 p.m. as the date and time for the Capital Improvement Workshop. Motion carried unanimously.

Moved by Mikes, seconded by Zehren, to approve the Urban Renewal Report. Motion carried unanimously.

Moved by Holland, seconded by Zehren, to approve the purchase of a used packer garbage truck (\$48,500) from Elliot Equipment for the Street Department. Motion carried unanimously.

Moved by Pehrson, seconded by Wooldridge, to purchase a new telephone system from WCTA for City Departments. There will be a monthly charge of \$809.28 for the phones, and an initial \$3,150 for installation, training and programming. Motion carried unanimously.

Moved by Wooldridge, seconded by Pehrson, to put up 'No Parking From 2-6 a.m.' signs on 6th Street from the LEC Alley to I Street. Motion carried unanimously.

Moved by Wooldridge, seconded by Mikes, to put up 'No Parking From 2-6 a.m.' signs on 11th Street between J Street and I Street. Motion carried unanimously.

Moved by Wooldridge, seconded by Zehren, to accept the quote from Wheeler to purchase a Worthington engine in Independence, Iowa, for the Light Plant. Wheeler will dismantle the engine with the assistance of our Light Plant employees, who will then bring back the parts to use as replacement parts for our engine. Motion carried unanimously.

Moved by Zehren, seconded by Mikes, to approve Pay Request No. 7 in the amount of \$159,711.12 to Heartland Asphalt for work on the 2018 Street Improvements Project. Motion carried unanimously.

Moved by Holland, seconded by Pehrson, to approve Pay Request No. 2 in the amount of \$15,533.81 to Groe Electric for work on the Phase 1b Electric Project. Motion carried unanimously.

Moved by Zehren, seconded by Holland, to approve Pay Request No. 5 in the amount of \$100,938.43 to Perrin Directional Drilling for work on the Phase 1b Electric Project. Motion carried unanimously.

Moved by Wooldridge, seconded by Pehrson, to table discussion until October 21st on Ordinance No. 805, AN ORDINANCE AMENDING CHAPTER 105 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, BY ADDING DISPOSAL AT CITY-OPERATED BURN SITE BY NON-RESIDENTS TO PROHIBITED PRACTICES. This amendment will be changed to allow only disposal of materials brought in from within the corporate limits of Forest City. Motion carried unanimously.

Councilmember Wooldridge introduced Resolution No. 19-20-22, A RESOLUTION APPOINTING CHARLES TWEETEN TO THE HISTORIC PRESERVATION COMMISSION and moved its adoption. Councilmember Pehrson seconded the motion to adopt. Roll call vote – all ayes. Whereupon the Mayor declared the resolution duly adopted.

Under staff reports, it was noted that the Police Department will be hosting a Halloween party for kids from 4:30 – 6:30 p.m. on October 31st in the lower level meeting room of the Police Department. In addition, Bear Creek Golf Course will be shutting down for the winter on November 1st.

No one spoke under Public Forum.

The following invoices were approved for payment:

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ABM EQUIPMENT	PARTS FOR BASKET TRUCK	303.63
ADVANCED SYSTEMS	MAINTENANCE	52.66
JUERN AKKERMAN	MILEAGE REIMBURSEMENT	190.24
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,176.55
AMERICAN HISTORY	SUBSCRIPTION	29.95

AMERICAN LEGION	FLAGS	80.00
AXON ENTERPRISE, INC.	BATTERY PACK/HOLSTERS	221.00
BAKER & TAYLOR COMPANY	BOOKS	2,414.34
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	213.74
BERGLAND & CRAM	BLUEPRINTS	1,082.43
BETTER HOMES & GARDENS	SUBSCRIPTION	10.00
SHELBY BIRD	VOLLEYBALL COACH	225.00
BLACKSTRAP, INC.	ROAD SALT	2,080.86
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,480.18
BOMGAARS SUPPLY	MISC SUPPLIES	1,037.43
BROWN SUPPLY	PARTS	655.26
BUTLER CO AUDITOR	ASST REFUND/S TJELLE	175.00
AMPUS VIEW APARTMENTS	AUG RENT/S ARMSTRONG	650.00
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CDW GOVERNMENT	COMPUTER ITEMS	1,255.89
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	1,347.50
CHRYSLER OF FOREST CITY	U BOLT/99 DODGE	22.69
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
COMPUTER SYSTEMS UNLIMITED	COMPUTER SERVICE	165.00
CONVERGENT NONPROFIT SOLUTIONS	FEASIBILITY STUDY	23,500.00
D & L EQUIPMENT	BLADE KIT	195.66
DGR ENGINEERING	MISC ENGINEERING SERVICES	3,496.32
DISCOVER	SUBSCRIPTION	26.70
DISPLAY SALES	LED BULBS	160.00
RAMON DOROTEO	PARTIAL REF/PRK PERMIT #1909	60.00
EFTPS	FED/FICA TAX	23,534.22
EFTPS	FED/FICA TAX	23,267.13
ELECTRONIC ENGINEERING	RADIO INSTALL	1,444.96
EMERY PRATT COMPANY	SUBSCRIPTION	9.99
ENCORE ENERGY	NAT GAS BOILER	1,333.75
EVEN QUALITY WORKS	PAMMEL PARK BATH HOUSE REPAIR	2,650.00
F C CHAMBER OF COMMERCE	REBATE/R HAUKOOS	100.00
F C EMPLOYEE ASSN	FLOWER FUND	41.50
F C MUN UTILITIES	UTILITIES	15,516.52
FARM & HOME PUBLISHERS	WINN-HANCOCK CO. BOOKS	112.00
FARMER'S CO-OP ASSOC	FUEL	6,394.03
FARMER'S CO-OP ASSOC	FUEL	106.81
FASTENAL	MISC PARTS	16.07
FEDERAL FIRE EQUIPMENT	FIRE EXTINGUISHER	109.99
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,542.60
FOREST CITY FORD	LUBE/OIL/FILTER	79.90
FOREST CITY HOMES	RENT REIMBURSE/TENANT #31	162.50
G & H MOTOR PARTS	PARTS	166.78
GALL'S	UNIFORMS	105.98
BRETT GEELAN	MILEAGE REIMBURSEMENT	43.50
MARY GOUGE	SERVICES/DEPT BADGES	42.00
GROE ELECTRIC, INC.	PAY ESTIMATE #2	15,533.81
GROVES CONTRACTING	CURB & GUTTER/106 FAIRVIEW DR	1,240.00
MIKE HAUGEN	UNIFORM ALLOWANCE	69.98
STEVE HAUGEN	UNIFORM ALLOWANCE	163.66
HAWKINS INC	CHEMICALS	2,211.86
HEARTLAND ASPHALT	ASPHALT	1,041.30
HEARTLAND ASPHALT	PAY REQUEST #7	159,711.12
HERMEL WHOLESAL	WATER	58.29
NORMA J. GINTHER-HERTZER	SEPT 15TH CHECK	1,300.00
NORMA J. GINTHER-HERTZER	SERVICES	1,300.00
HMR SUPPLIES	STEEL & ALUMINUM SHEETS	1,510.30
HOLLAND CONTRACTING	TIRES	675.00
IA DIVISION OF LABOR SERVICES	BOILER INSPECTION	80.00

IOWA DEPT OF NATURAL RESOURCES	2020 WATER USE FEE	95.00
IOWA ONE CALL	SERVICES	81.90
IOWA WORKFORCE DEVELOPMENT	UNEMP INS PAYABLE	279.41
IPERS	IPERS PAYABLE	32,724.58
K I O W	LABOR DAY GARBAGE	108.72
K.C. NIELSEN, LTD.	JD X730 TRACTOR	13,375.89
KAISER AUTO REPAIR	BRAKE PADS & ROTORS	529.60
KELTEK INC.	HAAS AGREEMENT	16,608.43
JACK OR DAWN KOENEN	ACH ERROR	36.53
LANDFILL OF NORTH IOWA	HAZARDOUS WASTE DISPOSAL	30.25
LIBRARY JOURNAL	SUBSCRIPTION	157.99
LYNCH DALLAS, P.C.	CONSUL/PROF FEES	297.00
MARTINEZ PROPERTIES	RENT REIMBURSE/TENANT #30	112.50
MATT PARROTT & SONS	WORK ORDERS/PURCHASE ORDERS	1,134.96
MCMASTER CARR	METAL BANDER	509.70
MENARDS	FRIG/PRIMER/BRUSHES	597.44
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	309.05
MIDWEST LIVING	SUBSCRIPTION	10.00
MIDWEST SPRAY TEAM & SALES	PATHFINDER	282.63
MOSQUITO CONTROL OF IOWA	MOSQUITO CONTROL	16,500.00
N I C A O	ASST REFUND/S TJELLE	296.95
NELSON PLUMBING & HEAT	SERVICE CALL/LABOR	729.34
NEW HORIZON CONTRACTING	SIDEWALK REPAIR	536.00
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	875.53
NO IA PLUMBING, HEATING & ELEC	FIX LIBRARY AC	345.31
NORTH CENTRAL LABS	CHEMICALS	239.78
NORTH IA LUMBER & DESIGN	LUMBER/SCREWS	830.25
OFFICE DEPOT	OFFICE SUPPLIES	10.67
HERB OLSON EXCAVATING	PLUGGED SEWER/128 OAKRIDGE DR	220.00
PERRIN DIRECTIONAL DRILLING	PAY ESTIMATE #5	100,938.43
PITNEY BOWES	EQUIP SERVICE AGREEMENT	524.58
PRAIRIE ENERGY CO-OP	UTILITIES	116.98
DOUG PRICE	MEAL REIMBURSEMENT	10.90
PRO HYDRO-TESTING LLC	HYDRO TESTING	584.00
QUILL CORPORATION	OFFICE SUPPLIES	183.88
QUILL CORPORATION	OFFICE SUPPLIES	459.96
RICK BURRESS	ABATEMENT MOWING	30.00
RIHM KENWORTH	FILTERS	157.16
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	70.00
SIMPLE & DELICIOUS	SUBSCRIPTION	19.98
SUNDE SERVICES, LLC	DRAINAGE DITCH MOWING	90.00
TASC	FLEX PRE-TAX	934.08
TASC	FLEX PRE-TAX	830.24
TELEDYNE INSTRUMENTS, INC.	TUBING	230.00
TEST AMERICA LABORATORIES	TESTING	971.25
TREAS, ST OF IOWA	STATE TAX	8,158.00
TWEETEN STUMP REMOVAL	REMOVE 4 STUMPS	100.00
U P S	UPS CHARGES	56.84
U S POST OFFICE	UTILITY BILL POSTAGE	2,000.00
USA BLUE BOOK	COUPLING/CURB BOX LID	250.75
VALIC	DEF COMP- 457	475.00
VALIC	DEF COMP- 457	475.00
HANNAH VAUGHAN	VOLLEYBALL COACH	200.00
JIM VELKY	RENT REIMBURSE/TENANT #36	200.00
VERIZON	PHONE SERVICE	36.82
VERIZON	PHONE SERVICE	36.82
VERIZON	PHONE SERVICE	830.29
VISA	CREDIT CARD CHARGES	171.64
VISA	CREDIT CARD CHARGES	127.87
VISA	CREDIT CARD CHARGES	38.09

VISA	CREDIT CARD CHARGES	186.18
VISA	CREDIT CARD CHARGES	1,241.29
VISA	CREDIT CARD CHARGES	294.00
VISUAL COMMUNICATION SERVICES	MURAL	4,345.60
WALDORF MENS SOCCER	YOUTH SOCCER	600.00
WHKS & CO.	HOTEL SITE ASSISTANCE	28,840.52
WESTOWN PLACE, LLC	RENT REIMBURSE/TENANT #35	237.50
WINNEBAGO CO AUDITOR	REIMBURSE PARKING TICKET	25.00
WINNEBAGO CO RECORDER	JD GATOR LICENSE	34.25
WOMAN'S DAY	SUBSCRIPTION	21.37
Y M C A	YMCA	203.00
TOTAL ACCOUNTS PAYABLE		549,963.52
PAYROLL CHECKS		74,179.74
**** PAID TOTAL ****		624,143.26
***** REPORT TOTAL *****		624,143.26

FUND RECAP:

FUND DESCRIPTION	CLAIMS
GENERAL	149,375.13
ROAD USE	17,365.26
LOW/MOD INCOME	712.50
MOTEL PROJECT	13,557.32
2018-20 STREET PROJECTS	159,711.12
LIBRARY	24,648.92
CASEY'S STORE	729.78
J STREET TRAIL	4,364.64
WATER	18,360.19
SEWER	30,467.91
ELECTRIC	186,240.49
LANDFILL/GARBAGE	16,742.99
STORM WATER	1,867.01
TOTALS	<u>624,143.26</u>

Moved by Wooldridge, seconded by Buffington, to adjourn the meeting at 8:54 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator

Byron Ruiter, Mayor