

**REGULAR MEETING
December 16, 2019**

The City Council of the City of Forest City, Iowa, met in regular session on December 16, 2019, at 7:00 p.m. in the Council Chambers of City Hall, 305 North Clark Street, Forest City, Iowa.

Prior to the meeting, City Administrator Barbara Smith administered the oath of office to newly reelected Mayor Byron Ruitter. Mayor Ruitter then administered the oath of office to newly reelected Ward IV Councilperson Dan Davis & At-Large Councilperson Karl Wooldridge, and new Ward II Councilperson Leslie Torkelson.

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, Pehrson, Wooldridge, and Zehren. Absent: Mikes.

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

1. Agenda (12/16/19)
2. Council Minutes (12/2/19)
3. Board & Committee Minutes, as follows:
 - a. Park & Rec Board (12/9/19)
 - b. Airport Commission (12/10/19)
 - c. Landfill of North Iowa (10/10/19)
4. List of Claims
5. Approval to purchase a ground resistance tester for the Electric Linemen (\$1,180) from Border States, Ames, Iowa
6. Class C liquor license for VIP Lounge

Motion carried, with Wooldridge abstaining.

Councilmember Davis introduced Resolution No. 19-20-30, A RESOLUTION HONORING BRAD BUFFINGTON, WHO SERVED AS WARD II COUNCILPERSON OF THE CITY OF FOREST CITY FOR OVER FOUR YEARS FROM MARCH 2015 THROUGH DECEMBER 2019 and moved its adoption. Councilmember Holland seconded the motion to adopt. Roll call vote – ayes, with Buffington abstaining. Whereupon the Mayor declared the resolution duly adopted.

Library Director Christa Cosgriff updated the Mayor and Council on the Library Project. The new roof is on the new library, and the heater will be installed this week. The feasibility study is going on, and Convergent is winding up the initial interviews for fundraising. The Mayor and Council thanked Christa for the information presented. The feasibility study will be presented to the Library Board at its' regular meeting on January 15 at 5 pm.

Moved by Wooldridge, seconded by Pehrson, to approve Pay Estimate No. 2 in the amount of \$115,836.35 to Midwest Roofing, Mason City, Iowa, for work on the new library roof. Motion carried unanimously.

Airport Manager Dick Trimble discussed the damage sustained to the Forest City Airport t-hangar due to heavy snow load last winter. The Airport Commission is requesting a budget amendment amount, not to exceed \$67,450, as grant funds and insurance did not cover all necessary repairs. Moved by Zehren, seconded by Wooldridge, to approve the budget amendment increase for FY20 for the Forest City Municipal Airport. Motion carried unanimously.

Moved by Wooldridge, seconded by Davis, to approve the engineering services agreement with Clapsaddle & Garber (CGA) in the amount of \$69,000 for design and construction services for the Forest City Municipal Airport for a 4-stall T-hangar construction. The payback will be approximately 10 years from hangar rent. Motion carried unanimously.

Moved by Wooldridge, seconded by Pehrson, to approve the 5-Year Capital Improvement Plan for the Forest City Municipal Airport to be submitted to the Federal Airport Improvement Program. Motion carried unanimously.

Councilmember Holland introduced Resolution No. 19-20-31, A RESOLUTION NAMING THE SUMMIT TRIBUNE AS THE NEWSPAPER OF RECORD FOR THE CITY OF FOREST CITY and moved its adoption. Councilmember Zehren seconded the motion to adopt. Roll call vote – ayes. Whereupon the Mayor declared the resolution duly adopted.

Moved by Buffington, seconded by Wooldridge, to approve the Memorandum of Agreement for the Community Development Block Grant Housing Application and approval of the application fee in the amount of \$5,000 to NIACOG. The federal government will then fund the remainder of the project, including up to \$24,999 in exterior improvements per home for six homes. Motion carried unanimously.

Moved by Buffington, seconded by Davis, to approve the Professional Services Agreement with WHKS for relocation of the RV dump station to a less flood prone area and removal of the current RV dump station. This includes a lump sum fee of \$13,200 and the City is to be billed hourly with an estimated fee of \$8,800, including expenses for observation during construction. This will be funded half by the Sewer Department and half by the Parks Department, with grants also being applied for to help with costs. Motion carried unanimously.

Mayor Ruitter asked that it be noted in the minutes of the following payroll changes:

- Longevity increase for Chad Bina (20 yrs.) – to \$30.58/hr.
- Step increase for Avery Hinderaker (Step 2) – to \$20.94/hr.
- Step increase for Todd Espeland (Step 2) – to \$24.00/hr.
- Step increase for Jesse Groves (Step 3) – to \$23.85/hr.
- Step increase for Jason Weiss (Step 3) – to \$23.85/hrs.

City Administrator Barbara Smith led the discussion on a proposed wellness program for City employees. Barb and Val had met with the Personnel/Finance Committee on this issue. This program will provide a wellness activity challenge each month. Councilmember Holland also suggested a volunteer challenge. Employees will receive \$25 in Forest City Bucks for each challenge they complete. Moved by Zehren, seconded by Davis, to approve a one-year trial for a wellness program for City employees. Motion carried unanimously.

City Attorney Bakke led the discussion regarding decertification of the Western Forest City District Renewal Area. Per Bakke, this was set up for paving of John K. Hanson Drive back when it was Willow Glen Drive, from Best & I Streets to Cycle Sat. It was part of the RISE Grant. This area is now part of the new TIF area, so the previous area should be decertified. Moved by Davis, seconded by Wooldridge, to approve decertification. Motion carried unanimously.

Moved by Davis, seconded by Pehrson, to approve the KLOW Contract for 2020 advertising. A roll call vote was requested, and the vote was ayes, with Wooldridge abstaining.

Under public forum, the Council thanked Brad Buffington for his excellent service on the Council, as his term on the Council ends December 31st. In addition, Chamber of Commerce Director Kathy Rollefson noted she had turned in her resignation today.

The following invoices were approved for payment:

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ADVANCED HOMES 360	ANNUAL HOUSING 360 FEE	360.00
ADVANCED SYSTEMS	BASE RATE/OVERAGES	169.24
ADVANCED SYSTEMS	COPIER PAYMENT	185.70
ADVANCED SYSTEMS	COPIER PAYMENT	287.73
AHLERS & COONEY PC	LETTER TO AUDITOR	119.50
BEN NORDSKOG	HOUSING REHAB #4	2,500.00
BERGLAND & CRAM	CONSTRUCTION ADMINISTRATION	1,425.00
BLACK HILLS ENERGY	GAS FOR HEAT	3,639.35
BOMGAARS SUPPLY	MISC SUPPLIES	224.90
BOMGAARS SUPPLY	MISC SUPPLIES	52.33
MIKE BROSENNE	OFFICIAL	680.00
CANON FINANCIAL SERVICES	LEASE PAYMENT	148.66
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	192.50
CENTRAL IOWA WATER, INC.	TESTING	250.00
CENTRAL LOCK & KEY	PROX FOBS	57.00
CITY OF FOREST CITY	RECONNECT FEE/PROJ SHARE	50.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
CRESCENT ELECTRIC	ELECTRICAL SUPPLIES	87.87
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	144,372.41
DOLLAR GENERAL-REGIONS 410526	MISC SUPPLIES	51.75
DORSEY & WHITNEY, LLP	2019 HOTEL AGREEMENT REVIEW	3,500.00
EDDY'S GLASS & DOOR	REPAIR DOOR CLOSER	160.00
EFTPS	FED/FICA TAX	24,068.51
EIR TESTING	OIL SWITCH TESTING	1,812.81
ELECTRONIC ENGINEERING	2 WAY RADIO SERVICE	206.99
EMC INSURANCE	FIRE TRUCK DAMAGE	2,500.00
ENCORE ENERGY	NAT GAS BOILER	2,954.24
F C AMBULANCE	CLEANING	100.00
F C CHAMBER OF COMMERCE	HOTEL-MOTEL	11,091.86
F C CHAMBER OF COMMERCE	REBATE/M HIXSON	110.00
F C ECON DEVEL CORP	HOTEL-MOTEL	3,697.29
FARM & CITY INSURANCE	ADD 2020 TAHOE	431.00
FASTENAL	MISC PARTS	20.95
FIVE STAR SHOP SERVICE	MISC PARTS	377.40
FIVE STAR SHOP SERVICE	MISC PARTS	487.75
FLAGHOUSE	REC SUPPLIES	118.32
FLETCHER-REINHARDT	LIGHTING	6,125.00
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	2,939.56
FOREST CITY AUTO	L.O.F.	32.41
FOREST CITY HOMES	RENT REIMBURSE/TENANT #31	162.50
G & H MOTOR PARTS	PARTS	24.37
G & H MOTOR PARTS	PARTS	970.34
G C DISTRIBUTING	BAGS	2,191.93
GALL'S	BOOTS	552.05
GALLERY COLLECTION	CARDS	72.88
BRETT GEELAN	OFFICIAL	800.00
GLOBE GAZETTE	SUBSCRIPTION	62.99
GREGORY CONTAINER	DUMPSTER LIDS/LID RODS	685.00
H & S AUTO PARTS	BORE SCOPE	83.43

HARRISON TRUCK CENTERS	AIR VALVE	131.26
NORMA J. GINTHER-HERTZER	Services	1,300.00
ZACH HOLKESVIK	UNIFORM ALLOWANCE	182.92
HOLLAND CONTRACTING	TIRE REPAIR	15.00
HY-VEE ACCOUNTS RECEIVABLE	MISC SUPPLIES	103.06
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	366.50
IA ASSN OF MUN UTIL	NCISA	1,198.93
IMPRINTS LABEL & DECAL	GOLF CARD/PARKING PERMITS	365.00
IOWA DEPT OF NATURAL RESOURCES	STORM WATER DISCHARGE PERMIT	525.00
IOWA UTILITIES BOARD	IEC/CGRER ASSESSMENT	5,636.00
JEN CONRAD	SECRETARY	150.00
K I O W	THANKSGIVING GARBAGE PICK UP	135.90
K.C. NIELSEN, LTD.	MOWER PARTS	158.59
KAYLEE MILLER	SCORE CLOCK/BOOKS	200.00
KELTEK INC.	ROLL PAPER	125.48
L & S ELECTRIC INC.	GENERATOR TESTING	10,255.50
LANDFILL OF NORTH IOWA	LANDFILL CHARGES	4,902.50
LINCOLN NATIONAL LIFE INS CO	GROUP INS PAYABLE	2,375.35
MANUFACTURER'S INSURANCE AGY	LIABILITY INSURANCE	2,568.65
BRIAN MARCKS	TEAM REG. REFUND	30.00
MARTINEZ PROPERTIES, LLC	RENT REIMBURSE/TENANT #30	112.50
MASON CITY RECYCLING	RECYCLING CHARGES	905.20
MCMASTER CARR	MISC PARTS	185.83
AMY MEINECKE	CHAPERONE	60.00
MENARDS	HEATER/MISC ITEMS	1,171.58
MID AMERICAN RESEARCH CHEMICAL	GLOVES	75.07
MID-WEST ROOFING	PAY APP #2/NEW LIBRARY ROOF	115,836.35
RON MILLER	OFFICIAL	700.00
MOSAIC	RENT REIMBURSE/TENANT #38	250.00
MUSIC ON THE MOVE	DJ SERVICE	500.00
N I A C O G	CDBG HOUSING PROGRAM	5,000.00
N I A C O G	TRANSIT OPERATION	2,454.64
NEW YORK LIFE	GROUP INS PAYABLE	350.12
NEXT GENERATION	SYSTEM SUPPORT	170.06
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	613.54
NORTH IA LUMBER & DESIGN	WINDOW CRANK	31.30
OUT OF THE BLUE	LOCK BOX	395.00
PALOS SPORTS, INC.	CONES/RING SET	117.08
PERRIN DIRECTIONAL DRILLING	PAY EST #7/PHASE 1B	19,550.05
PRAIRIE ENERGY CO-OP	UTILITIES	131.19
PRESTO-X	SERVICES	46.00
QUILL CORPORATION	OFFICE SUPPLIES	183.37
RHODE ISLAND NOVELTY	REC SUPPLIES	91.34
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	45.00
SCHNEBLY'S 66" "	FUEL	90.90
SIEMENS INDUSTRY, INC.	ROUTER	2,796.98
STREICHER'S	UNIFORMS	123.53
TASC	FLEX PRE-TAX	830.24
THE TOY NETWORK	REC SUPPLIES	116.60
DICK TRIMBLE	SERVICES	3,939.75
U S POST OFFICE	PO BOX RENEWAL FEE	56.00
UMB BANK, N.A.	BOND FEES	1,600.00
UMMEG	STS COSTS	26,433.07
UMMEG-RUGBY	RUGBY FARM	18,812.66
HEATHER URBATSCH	CHAPERONE	60.00
VALIC	DEF COMP- 457	475.00
VERIZON	PHONE SERVICE	830.42
VERIZON	PHONE SERVICE	36.82
VISA	CREDIT CARD CHARGES	158.13
VISA	CREDIT CARD CHARGES	200.19

VISA	CREDIT CARD CHARGES	315.56
VISA	CREDIT CARD CHARGES	49.95
VISA	CREDIT CARD CHARGES	101.07
VISA	CREDIT CARD CHARGES	996.51
SANDY WAGNER	CHAPERONE	60.00
WCTA	SERVICES	1,628.45
WHEELER WORLD	SERVICE WORK	15,744.09
Accounts Payable Total		476,664.60
Payroll Checks		
***** REPORT TOTAL *****		476,664.60

FUND RECAP:

<u>FUND DESCRIPTION</u>	<u>CLAIMS</u>
GENERAL	44,525.16
ROAD USE	3,135.63
HOTEL/MOTEL FUND	14,789.15
LOW/MOD INCOME	8,025.00
DEBT SERVICE	1,050.00
MOTEL PROJECT	3,500.00
LIBRARY	
	117,295.10
WATER	3,193.20
SEWER	3,911.00
ELECTRIC	
	264,931.46
LANDFILL/GARBAGE	12,270.17
STORM WATER	38.73
TOTAL FUNDS	
	476,664.60

MONTHLY FUND RECAP (October 2019)

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 576,955.20
110	Road Use	\$ 51,596.66
112	Employee Benefits	\$ 179,062.49
119	Emergency	\$ 13,915.41
121	Local Option Sales Tax	\$ 36,773.08
125	TIF	\$ 232,336.54
127	Low/Mod Income	\$ 8,331.16
200	Debt Service	\$ 335,842.24
600	Water	\$ 67,161.23
610	Sewer	\$ 85,113.41
630	Electric	\$ 515,945.32
670	Landfill/Garbage	\$ 49,209.46
740	Storm Sewer	\$ 11,753.00
	TOTAL ALL FUNDS	\$ 2,163,995.20

Nov Net Salaries 252,150.82

Moved by Buffington, seconded by Wooldridge, to adjourn the meeting at 7:58 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator

Byron Ruiters, Mayor