

**REGULAR MEETING
December 2, 2019**

The City Council of the City of Forest City, Iowa, met in regular session on December 2, 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, Wooldridge, and Zehren. Absent: Pehrson.

Forest City Economic Development Director Beth Bilyeu presented a report on FCED's activities, which included a visit by Lieutenant Governor Adam Gregg for a tour of Westtown Apartments. The Mayor and Council thanked Ms. Bilyeu for the information presented.

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

1. Agenda (12/2/19)
2. Council Minutes (11/18/19 & 11/25/19 Workshop)
3. Board & Committee Minutes, as follows:
 - a. Park & Rec Board (11/18/19)
 - b. Library Board (10/16/19 & 11/6/19)
 - c. Street Committee (11/25/19)
 - d. Chamber of Commerce Report
 - e. Grow Forest City Report
4. List of Claims

Motion carried unanimously.

Larry Pump, CPA, presented the City's Annual Financial Statement for F.Y. 2018-2019. It was a very positive audit report, and the City of Forest City has a sound statement balance. Moved by Wooldridge, seconded by Mikes, to approve the audit report. Motion carried unanimously.

Andy Koob of DGR presented several task orders for preliminary design phase approval, as follows:

- Task Order #10 – Electric Distribution Improvements, Phase 1c
- Task Order #11 – Electric Distribution Improvements, Phase 1d
- Task Order #12 – Fuel Tank Containment Improvement Project
- Task Order #13 – SCADA System Replacement Project

Moved by Wooldridge, seconded by Zehren, to approve these task orders. Motion carried unanimously.

Moved by Buffington, seconded by Davis, to approve Pay Estimate #7 in the amount of \$19,550.05 to Perrin Directional Drilling LLC for work on the Electric Distribution Improvements Project, Phase 1b. Motion carried unanimously.

YMCA Director Brue Mielke asked the Council's support for childcare at the YMCA, Elementary School and Hanson Family Life Center. They now have the appropriate space to provide much-needed childcare, and they are seeking the necessary staff to open two additional rooms at the HFLC. Per Bruce, the YMCA is all in on childcare in Forest City.

Councilmember Wooldridge introduced Resolution No. 19-20-29, A RESOLUTION AUTHORIZING \$25,000 IN TIF FUNDS TO BE TRANSFERRED TO FOREST CITY YMCA DAY CARE TO BE USED FOR COSTS OF EXPANSION FACILITY AND OTHER NEEDS ARISING IN CARING FOR THE CHILDREN ENROLLED and moved

its adoption. Councilmember Zehren seconded the motion to adopt. Roll call vote – ayes, with Holland voting Nay. Whereupon the Mayor declared the resolution duly adopted.

Denise Holst and Barbara Ruitter of FAVA were present at the meeting to request a giving tree to be placed at City Hall. FAVA serves 43 counties in Iowa, and this tree would offer the opportunity to donate gifts for veterans. Moved by Holland, seconded by Buffington, to allow FAVA to put up a giving tree this year and to consider allowing one entity each year to place a giving tree at City Hall. Motion carried unanimously.

Moved by Wooldridge, seconded by Davis, to approve closing Clark Street on December 14th from 1 – 5 p.m. for the Forest City Christmas event. Motion carried unanimously.

Councilmember Holland led the discussion regarding a letter received from Tom Oswald, who owns property North of First Baptist Church. Mr. Oswald has been approached to sell parcels of this property for new home construction, and he is requesting the City to maintain the current road. Per Mayor Ruitter, this property needs to be dedicated to public use. Per City Administrator Barbara Smith, development would also require rezoning this area from agricultural to residential. Moved by Wooldridge, seconded by Davis, to refer this issue to Planning & Zoning and to authorize City Administrator Barbara Smith to draft a letter to Mr. Oswald. Motion carried unanimously.

Moved by Holland, seconded by Wooldridge, to start the process for engineering proposals for the possibility of future paving of North 13th Street. The cost for this project was previously estimated at \$136,000. Motion carried unanimously.

Beth Bilyeu led the discussion on Housing 360, and the Mayor and Council discussed the deliverable recap the City is willing to provide for future development. Moved by Davis, seconded by Holland, to approve the Housing 360 deliverable recap and agreement. Motion carried unanimously.

Councilmember Wooldridge left the meeting at 8:20 p.m.

During Staff Reports, Councilmember Holland reminded everyone in attendance of the Tour of Lights going on this month at Heritage Park.

No one spoke under public forum.

The following invoices were approved for payment:

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ACCESS SYSTEMS	QUARTERLY CHARGES	479.46
ADVANCED DOOR SYSTEMS	PARTS/LABOR	80.00
ADVANCED DOOR SYSTEMS	PARTS/LABOR	231.00
ADVANCED SYSTEMS	MAINTENANCE	86.43
ADVANCED SYSTEMS	COPIER PAYMENT	278.59
AGVANTAGE FS	DIESEL EXHAUST FLUID	188.43
AMAZON.COM	VACUUM	217.07
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	975.44
ARAMARK	LAUNDRY SERVICE	627.93
ATLANTIC BOTTLING COMPANY	CONCESSIONS	174.70
BAKER & TAYLOR COMPANY	BOOKS	982.22
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	320.61

MARK BERGETHON	FEASIBILITY STUDY	834.22
BMC AGGREGATES LC	GRAVEL	315.00
BOMGAARS SUPPLY	MISC SUPPLIES	14.95
BOMGAARS SUPPLY	MISC SUPPLIES	1,240.95
BROWN SUPPLY	SEALANT/CONNECTORS	414.80
CAMPUS VIEW APARTMENTS	DEC RENT/S ARMSTRONG	650.00
CENTRAL IA DISTRIBUTING	TRIPLE MELT	302.50
CITY OF FOREST CITY	PROJECT SHARE	100.00
CITY OF FOREST CITY	DUMPSTERS/VISITORS CENTER	120.00
COLLECTION SERVICE CENTER	CHILD SUPPORT	314.30
COMPUTER SYSTEMS UNLIMITED	SERVICE	55.00
COMPUTER SYSTEMS UNLIMITED	NETGEAR SWITCH/SERVICE	562.40
CONSOLIDATED PLASTICS	NYLON MATS	636.89
CONTINENTAL RESEARCH	UNI PADS	220.12
D & D SALES	INITIAL ISSUE/L HEIMER	718.50
DECKER'S SPORTING GOODS	BASKETBALLS	399.95
DEMCO	OFFICE SUPPLIES	325.20
DES MOINES REGISTER	SUBSCRIPTION	705.06
DGR ENGINEERING	PHASE 1B DIST IMPROVEMENTS	2,296.06
EFTPS	FED/FICA TAX	28,816.16
ELECTRONIC ENGINEERING	WATCH GUARD INSTALL	536.95
ELLE DECOR	SUBSCRIPTION	32.07
F C EMPLOYEE ASSN	FLOWER FUND	60.75
F C MUN UTILITIES	UTILITIES	10,216.47
F.C. COMMUNITY CENTER	CENTER USE FOR ELECTIONS	75.00
FARMER'S CO-OP ASSOC	FUEL	6,824.08
FASTENAL	BITS/TOWELS	207.17
FLOYD & LEONARD AUTO ELECTRIC	BACK UP GENERATOR PARTS	680.69
FOREST CITY AUTO	PARTS/LABOR	667.64
FOREST CITY AUTO CENTER	2020 CHEV TAHOE	27,000.00
FOREST CITY FORD	TIRE MOUNT & BALANCE	185.60
G C DISTRIBUTING	BAGS	2,682.24
GARNER LUMBER & SUPPLY	SCREWS	65.00
GLOBE GAZETTE	SUBSCRIPTION	640.00
GOOD HOUSEKEEPING	SUBSCRIPTION	32.07
GREGORY CONTAINER	DUMPSTERS	4,740.00
GROVES CONTRACTING	CURB & GUTTER	896.00
H & S AUTO PARTS	TORCH SET	420.48
HACH CHEMICAL CO	CHEMICALS	408.28
MIKE HAUGEN	REIMBURSE MEALS	56.26
STEVE HAUGEN	REIMBURSE MEALS	97.54
HAWKINS INC	CHEMICALS	1,798.83
HERMEL WHOLESAL	WATER	58.29
NORMA J. GINTHER-HERTZER	SERVICES	1,300.00
HMR SUPPLIES	STEEL SHEET	90.95
HOLLAND CONTRACTING	TIRE REPAIR	56.00
HY-VEE ACCOUNTS RECEIVABLE	MISC SUPPLIES	146.47
HY-VEE ACCOUNTS RECEIVABLE	MISC SUPPLIES	165.52
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	84.50
IOWA HISTORY JOURNAL	SUBSCRIPTION	18.95
IOWA ONE CALL	SERVICES	78.80
IOWA PRISON IND	SIGN	296.56
JET A USA	JET FUEL	8,372.79
K.C. NIELSEN, LTD.	PULLEY	38.86
KAISER AUTO REPAIR	PARTS/LABOR	154.33
KIEFER AQUATICS	WHISTLES	122.80
LAHARV CONST	DITCH CLEANING	390.00
MC2, INC.	MISC SUPPLIES	570.84
MCMaster CARR	AIR FILTERS/ENGINE #6	324.72
MENARDS	MISC SUPPLIES	787.95

METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	285.87
NEW HORIZON CONTRACTING	REPAIR WORK/VISITORS CENTER	205.00
NEXT GENERATION	MONTHLY BACKUPS	97.35
NORTH CENTRAL LABS	CHEMICALS	109.96
NORTH CENTRAL SALES & SERVICE	TOWING	445.00
NORTH IA LUMBER & DESIGN	MISC SUPPLIES	532.27
OFFICE DEPOT	OFFICE SUPPLIES	61.02
PALOS SPORTS, INC.	REC SUPPLIES	170.03
PITNEY BOWES	INK/POSTAGE STRIPS	535.45
PRESTO-X	SERVICES	45.00
QUILL CORPORATION	OFFICE SUPPLIES	200.79
QUILL CORPORATION	OFFICE SUPPLIES	350.80
REJUVENATION PROPERTIES LLC	RENT REIMBURSE/TENANT #37	200.00
RHODE ISLAND NOVELTY	REC SUPPLIES	296.80
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
SCHNEBL'S 66" "	FUEL	115.30
SETORAIN CARPENTRY	HOUSING REPAIR GRANT	1,000.00
TASC	FLEX PRE-TAX	830.24
TEST AMERICA LABORATORIES	TESTING	777.00
TREAS, ST OF IOWA	STATE TAXES	12,654.00
U P S	UPS CHARGES	49.19
UTILITY EQUIP CO	FULL CIRCLE CLAMP	261.59
VALIC	DEF COMP- 457	475.00
JIM VELKY	RENT REIMBURSE/TENANT #36	200.00
VERIZON	PHONE SERVICE	36.82
VERIZON	PHONE SERVICE/DEVICE	68.36
VERIZON	PHONE SERVICE	36.82
VERMEER SALES & SERVICE INC.	SUCTION HOSE	523.00
VISA	CREDIT CARD CHARGES	459.88
VISA	CREDIT CARD CHARGES	35.05
VISA	CREDIT CARD CHARGES	341.35
VISA	CREDIT CARD CHARGES	1,896.89
VISA	CREDIT CARD CHARGES	205.42
VISA	CREDIT CARD CHARGES	1,165.84
VISA	CREDIT CARD CHARGES	1,083.13
VISA	CREDIT CARD CHARGES	97.00
WHKS & CO.	J ST & PAMMEL PARK PLAN	8,394.26
WESCO RECEIVABLES CORP.	HOOK SUPPORT	99.51
WESTRUM LEAK DETECTION	SERVICES	650.00
WHEELER WORLD	SERVICE WORK	29,200.48
Y M C A	YMCA	231.00
TOTAL ACCOUNTS PAYABLE		179,512.86
PAYROLL CHECKS		179,981.01
**** PAID TOTAL ****		359,493.87
**** REPORT TOTAL ****		359,493.87

Moved by Davis, seconded by Mikes, to adjourn the meeting at 8:37 p.m. Motion carried unanimously.

ATTEST:

Barbara Smith, City Administrator

Byron Ruitter, Mayor