



# Regular Council Meeting

## Minutes

Monday, June 21, 2021 at 7:00 pm

### MEETING LOCATION

CITY HALL COUNCIL CHAMBERS, 305 NORTH CLARK STREET, FOREST CITY, IA

<https://global.gotomeeting.com/join/554241909>

#### 1. CALL TO ORDER

**Minutes:** The meeting was called to order at 7:00 p.m.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL

**Minutes:** Councilmembers present at roll call were: Buffington, Davis, Holland, Mikes, Pehrson, Zehren.  
Absent: Wooldridge.

#### 4. APPROVAL OF THE CONSENT AGENDA

**Minutes:** Moved by Zehren, seconded by Davis, to approve the consent agenda. Roll call vote -all ayes.  
Motion carried unanimously.

##### a. Agenda

##### b. Approve Council Minutes

##### c. Accept Board & Committee Minutes - Landfill of North Iowa, Airport Commission, Parks and Rec, Library Board

##### d. Approve Invoices

##### e. Approve Licenses & Permits - Cigarette Permits for Casey's (both locations), Dollar General, Hy-Vee, Kwik Star, Sid's Quick Stop, Uptown Liquor; Fireworks permit for Relay for Life

##### f. Westown Place LLC - March 2021 TIF Rebate \$24,222.46

#### 5. BUSINESS

##### a. Ordinance 819 - Second Reading to Amend Peddlers Ordinance

**Minutes:** Councilmember Davis introduced the second reading of Ordinance 819, AN ORDINANCE AMENDING CHAPTER 122.18 OF THE CODE OF ORDINANCES, FOREST CITY, IOWA, ADDING AN ADDITIONAL LICENSE EXEMPTION. Councilmember Mikes seconded the motion. The roll was called, and the vote was Ayes: Davis, Holland, Mikes, Pehrson, Zehren. Nays: Buffington. Absent: Wooldridge. Motion carried.

##### b. Ordinance 820 - Third Reading & Possible Adoption to Amend Sewer Rates

**Minutes:** Councilmember Davis introduced the third reading of Ordinance 820, AN ORDINANCE TO AMEND CHAPTER 99.02 OF THE CODE OF ORDINANCES TO AMEND THE RATES FOR THE SEWER SERVICE

FOR THE CITY OF FOREST CITY, IOWA, and moved its adoption. Councilmember Holland seconded the motion to adopt. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Zehren. Nays: None. Absent: Wooldridge.

**c. Approve Payroll Change for Chad Bina to Line Foreman Wage Rate**

**Minutes:** Mayor Ruitter asked that it be noted in the minutes of new Line Foreman Chad Bina's wage increase to a base rate of \$34.94 per hour for his promotion from lineman to Line Foreman.

**d. Resolution 20-21-59 - Resolution Approving Wages & Benefits for F.Y. 2021-2022**

**Minutes:** Councilmember Mikes introduced Resolution 20-21-59, A RESOLUTION APPROVING WAGES AND BENEFITS FOR CITY EMPLOYEES FOR F.Y. 2021-2022, and moved its adoption. Councilmember Zehren seconded the motion to adopt. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Zehren. Nays: None. Absent: Wooldridge. Whereupon the Mayor declared the resolution duly adopted.

**e. Resolution 20-21-60 - Resolution Setting Date for a Public Hearing to dispose of City Real Estate**

**Minutes:** Councilmember Buffington introduced Resolution 20-21-60, A RESOLUTION SETTING THE TIME AND PLACE FOR A PUBLIC HEARING ON THE TRANSFER OF A PORTION OF 409 SECOR AVENUE, FOREST CITY, WINNEBAGO COUNTY, IOWA, TO JASON R. AND LAURIE G. MATEJCEK, SAID HEARING TO BE HELD ON JULY 6, 2021, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF CITY HALL, FOREST CITY, IOWA., and moved its adoption. Councilmember Mikes seconded the motion to adopt. Per City Clerk/Administrator Daisy Huffman and City Attorney Steve Bakke, the Matejceks live on Clinton Avenue and are interested in the East 30' of the lot at 409 Secor Avenue that abuts their property. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Zehren. Nays: None. Absent: Wooldridge. Whereupon the Mayor declared the resolution duly adopted.

**f. Street Closure Request for Relay For Life Event**

**Minutes:** Moved by Davis, seconded by Pehrson, to approve the street closure request for the Relay Life Event. Clark Street will be closed on the block in front of the Courthouse, and J Street will be closed from Clark Street to the area in front of Subway from 3:00 p.m. - 10:00 p.m. on Saturday, June 26th, for Relay for Life. Roll call vote - all ayes. Motion carried unanimously.

**g. Renew City of Forest City Wellness Program for City Employees**

**Minutes:** Moved by Mikes, seconded by Davis, to approval the renewal of the City of Forest City's Employee Wellness Program, effective 1/1/2021 through 6/30/22. There will then be an annual renewal request during budget. Roll call vote - all ayes. Motion carried unanimously.

**h. Discuss Allowing Shooting of Fireworks in City Limits on July 4, 2021**

**Minutes:** Following much discussion, this item died for lack of a motion.

**i. Resolution 20-21-61 - SCADA Improvements and South Substation Capacitor Banks Addition**

**Minutes:** Councilmember Holland introduced Resolution 20-21-61, A RESOLUTION ORDERING BIDS, APPROVING PLANS, SPECIFICATIONS AND FORM OF CONTRACT AND NOTICE TO BIDDERS, FIXING AMOUNT OF BID SECURITY, AND ORDERING CLERK TO PUBLISH NOTICE AND FIXING A DATE FOR RECEIVING SAME, AND FOR A PUBLIC HEARING ON PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE SCADA IMPROVEMENTS AND SOUTH SUBSTATION CAPACITOR BANKS ADDITION FOR FOREST CITY, IOWA, and moved its adoption. Councilmember Zehren seconded the motion to adopt. The roll was called, and the vote

was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Zehren. Nays: None. Absent: Wooldridge. Whereupon the Mayor declared the resolution duly adopted.

**j. Notice of Public Hearing on SCADA Improvements & South Substation Capacitor Banks Addition**

**Minutes:** Moved by Buffington, seconded by Davis, to approve the Notice of Public Hearing on SCADA improvements and the South Substation Capacitor Banks Addition. Roll call vote - all ayes. Motion carried unanimously. The Hearing will be held July 19, 2021, at 7:00 p.m. in the Council Chambers of City Hall, Forest City, Iowa.

**k. Notice to Bidders on SCADA Improvements & South Substation Capacitor Banks Addition**

**Minutes:** Moved by Holland, seconded by Zehren, to approve the Notice to Bidders on SCADA Improvements and the South Substation Capacitor Banks Addition. Roll call vote - all ayes. Motion carried unanimously. Bids will be opened at 1:30 P.M. on July 13, 2021, in the Council Chambers of City Hall, Forest City, Iowa.

**l. Proposal for Material Testing & Construction Observation Services -Terracon**

**Minutes:** Moved by Davis, seconded by Pehrson, to accept the proposal for material testing and construction observation services from Terracon in the amount of \$4,216 for the South Substation Capacitor Banks Addition. Roll call vote - all ayes. Motion carried unanimously.

**m. Change Order #1 for Electric Meter Cutover - Phase 1D**

**Minutes:** Moved by Zehren, seconded by Pehrson, to approve Change Order #1 for Phase 1D of the Electric Meter Cutover Project for Groe Electric in the amount of \$4,762.24 for work on meter sockets with disconnect. Roll call vote - all ayes.

**n. Discuss Council Meeting Date for First July Meeting - July 5th is a City Employee Paid Holiday**

**Minutes:** Per City Attorney Bakke, due to July 5th being an observed national holiday for Independence Day, the next regular Council meeting will be July 6, 2021. No Council action was taken.

**6. STAFF REPORTS**

**7. PUBLIC FORUM**

**Minutes:** Under public forum, Kathy McEnelly thanked the Council for looking at all angles on the fireworks issue.

**8. ADJOURNMENT**

**Minutes:** Moved by Mikes, seconded by Zehren, to adjourn the meeting at 8:12 p.m. Motion carried unanimously.

Contact: Daisy Huffman, City Clerk/Administrator (administrator@forestcityia.com 16415853574) | Minutes published on 06/23/2021, adopted on 06/23/2021

**CLAIMS REPORT**

VENDOR	REFERENCE	AMOUNT
ADVANCED DOOR SYSTEMS	GARAGE DOOR REPAIR	116.00
HEIDI AITCHISON	RENT REIMBURSE/TENANT #41	137.50

ATLANTIC BOTTLING COMPANY	CONCESSION SUPPLIES	1,105.46
AXON ENTERPRISE, INC.	TASER BATTERIES	213.18
BAKER & TAYLOR COMPANY	BOOKS	1,236.91
BALDWIN POLE & PILING	ELECTRIC POLES	13,853.29
BLACK HILLS ENERGY	GAS FOR HEAT	2,790.97
BLACKSTONE PUBLISHING	BOOKS	1,657.63
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,589.28
BOMGAARS SUPPLY	MISC SUPPLIES	74.86
BOMGAARS SUPPLY	MISC SUPPLIES	17.98
BORDER STATES ELECTRIC	PROJECT MATERIALS	9,335.92
MIKE BROSENNE	COACHING/OFFICIAL	800.00
CENTRAL IA DISTRIBUTING	CLEANING SUPPLIES	258.00
CITY OF FOREST CITY	DUMPSTER	120.00
CITY OF FOREST CITY	SPECIAL PICK UP	25.00
CLEAR LAKE SANITARY DISTRICT	TESTING	37.20
COMPUTER SYSTEMS UNLIMITED	SERVICE	165.00
CONTINENTAL RESEARCH	MISC SUPPLIES	210.61
CRESCENT ELECTRIC	TERMINAL BOX	115.35
D & D SALES	SWIM TEAM ITEMS	913.90
D & K PRODUCTS	VESSEL	277.50
DAIRYLAND POWER CO-OP	PURCHASED ENERGY	95,086.44
DECKER'S SPORTING GOODS	BASEBALL PANTS	1,542.93
DEMCO	OFFICE SUPPLIES	579.98
DGR ENGINEERING	PHASE 1D DIST IMPROVEMENTS	33,475.54
DIAMOND VOGEL	PAINT	4,081.32
DIVISION OF LABOR	ANNUAL INSPECTION FEE	175.00
DOLLAR GENERAL-REGIONS 410526	MISC SUPPLIES	92.07
EAGLE ENGRAVING, INC.	ID TAGS	24.20
EFTPS	FED/FICA TAX	27,371.20
ELECTRONIC SPECIALTIES	PAGER REPAIR	185.75
F C AMBULANCE	CLEANING	62.50
F C CHAMBER OF COMMERCE	HOTEL-MOTEL TAX	8,761.32
F C ECON DEVEL CORP	HOTEL-MOTEL TAX	2,920.44
FARMER'S CO-OP ASSOC	FUEL	6,577.42
FARMER'S CO-OP ASSOC	FUEL	277.36
FLETCHER-REINHARDT	ELECTRICAL MATERIALS	1,761.51
FOREST CITY HOMES	RENT REIMBURSE/TENANT #44	162.50
FOX APPARATUS REPAIR & MAINT	PARTS/LABOR	1,302.50
G & H MOTOR PARTS	BATTERY	125.99
G & H MOTOR PARTS	PARTS	77.62
G C DISTRIBUTING	BAGS	3,746.80
GARNER LUMBER & SUPPLY	ATHLETIC FIELD MARKERS	962.47
GIFTS SEW SWEET	EMBROIDERY	69.65
GORDON FLESCH COMPANY, INC.	COPIER PAYMENT	196.00
GORDON FLESCH COMPANY, INC.	COPIER RENTAL/QUARTERLY CHARGE	112.84
GRAINGER	AIR REGULATOR	167.43
GREEN CANOPY	KYBO RENTALS	392.04
JESSE GROVES	UNIFORM ALLOWANCE	74.53
H & S AUTO PARTS	WASHER FLUID	10.77
HACH CHEMICAL CO	CHEMICALS	262.67
HAWKINS INC	CHEMICALS	5,804.15
HEIMAN, INC	HELMET/FACESHIELD	643.06
HERMEL WHOLESALE	WATER	86.93
HEWETT WHOLESALE INC.	CONCESSION SUPPLIES	2,611.52
HOLLAND CONTRACTING	TIRE REPAIR	101.65
MIDWEST TAPE	DIGITAL BOOKS	8.45
HY-VEE ACCOUNTS RECEIVABLE	CONCESSION SUPPLIES	1,099.80
HY-VEE ACCOUNTS RECEIVABLE	FLOWERS	179.48
HYGIENIC LAB ACCTS RECEIVABLE	TESTING	1,291.00
ILLINOIS LIBRARY ASSOCIATION	IREAD PURCHASE	209.38
IOWA DEPT OF JUSTICE	10% FORFEITURE FUNDS	249.10
IOWA LEAGUE OF CITIES	MEMBER DUES	2,458.00
IRBY	ELECTRICAL MATERIALS	5,953.12
JOHNSON CONTROLS FIRE PROTECT	FIRE ALARM MONITORING	400.00

K.C. NIELSEN, LTD.	PARTS	6.24
KAISER AUTO REPAIR	LUBE/OIL/FILTER	96.98
KIEFER AQUATICS	REC SUPPLIES	261.38
KWIK TRIP INC.	FUEL	74.62
LAHARV CONST	MISC WORK AT POOL	1,145.00
LAHARV CONST	CURB & GUTTER NORTH 4TH ST.	726.00
JOE LANGFALD	UNIFORM ALLOWANCE/SAFETY GEAR	300.00
LARSON PRINTING	POOL PASSES	51.95
LYLE'S SALES & SERVICE	SHRED N VAC	260.08
MASON CITY RECYCLING	RECYCLING CHARGES	680.40
MCCLOSKEY APPLIANCE	REFRIGERATOR	949.00
MCMASTER CARR	CLEANING BRUSHES	19.68
MERRITT COMPUTER SERVICE	SERVICE	64.00
MIDWEST COATINGS COMPANY, INC	CRACK SEALING	100,295.02
MINNESOTA VALLEY TESTING LAB	SOIL ANALYSES	25.00
MY-LOR. INC.	ID TAGS	13.12
NELSON PLUMBING & HEAT	PARTS/LABOR	35,664.44
NEVCO SPORTS, LLC.	MEANWELL POWER SUPPLY	126.21
NEW YORK LIFE	GROUP INS PAYABLE	186.00
NEXT GENERATION	MONTHLY BACKUP	217.95
NORTH CENTRAL LABS	CHEMICALS	17.34
NORTH IOWA LIBRARIES	BEACON ANNUAL SUPPORT	2,290.71
NUTRIEN AG SOLUTIONS, INC.	PATHFINDER	350.00
MICHAEL O'ROURKE	UNIFORM ALLOWANCE	200.00
OFFICE DEPOT	OFFICE SUPPLIES	79.27
PLEVA MECHANICAL INC.	PARTS FOR POOL	372.35
PRAIRIE ENERGY CO-OP	UTILITIES	73.81
PRESTO-X	SERVICES	98.00
DOUG PRICE	UNIFORM ALLOWANCE	80.30
QUILL CORPORATION	OFFICE SUPPLIES	61.58
QUILL CORPORATION	OFFICE SUPPLIES	162.82
RHODE ISLAND NOVELTY	CONCESSION SUPPLIES	941.84
RICK BURRESS	ABATEMENT MOWING	45.00
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	25.00
SANDRY FIRE SUPPLY	JUMBO BALL INTAKE/ELBOWS	2,860.48
SCHNEBL'S 66" "	FUEL	341.62
SCHNEBL'S 66" "	FUEL	47.02
STREICHER'S	AMMUNITION	119.50
SUNDE SERVICES, LLC	MOWING	180.00
TASC	FLEX PRE-TAX	911.21
THE SHREDDER	SHREDDING SERVICE	60.00
TITAN BRANDS	PALLET FORKS	349.99
DICK TRIMBLE	SERVICES	4,427.05
U S POST OFFICE	PO BOX RENEWAL FEE/CITY HALL	198.00
UMB BANK, N.A.	BONDS FEE	1,600.00
UMMEG	FOREST CITY SOLOR PROJECT	38,384.41
UMMEG-RUGBY	RUGBY FARM	22,546.75
UNITY POINT CLINIC	RANDOM DRUG SCREEN	42.00
USA BLUE BOOK	MIXER SHAFT	1,068.88
VALIC	DEF COMP- 457	485.00
VERIZON	PHONE SERVICE	16.44
VERMEER SALES & SERVICE INC.	PRESSURE VALVE	62.00
WCTA	SERVICES	2,043.31
WESCO RECEIVABLES CORP.	PROJECT MATERIALS	74,242.49
WESTRUM LEAK DETECTION	LEAK DETECTION/EAST J ST	565.00
WHEELER WORLD	ENGINE FILTERS	5,495.40
Accounts Payable Total		549,793.61
Payroll Checks		81,906.35
***** REPORT TOTAL *****		<hr/> <b>\$ 631,699.96</b> <hr/>
GENERAL		143,464.91
DRUG FORFEITURE		249.10
ROAD USE		107,376.84
HOTEL/MOTEL FUND		11,681.76

LOW/MOD INCOME	300.00
DEBT SERVICE	1,050.00
LIBRARY	31.45
WATER	9,856.63
SEWER	12,770.98
ELECTRIC	329,721.26
SANITATION	13,808.12
STORM WATER	1,388.91
<b>TOTAL FUNDS</b>	<b>631,699.96</b>

ATTEST:

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Daisy Huffman, City Clerk/Administrator

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Byron Ruiter, Mayor