



# Regular Council Meeting

## Minutes

Monday, December 6, 2021, at 7:00 pm

### MEETING LOCATION

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

#### 1. CALL TO ORDER

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

#### 2. OATHS OF OFFICE - COUNCIL & PARK BOARD

**Minutes:** The Mayor gave the oath of office to new Park Board members Maurie Tomke and Linda Keifer.

#### 3. PLEDGE OF ALLEGIANCE

#### 4. ROLL CALL

**Minutes:** Councilmembers present at roll call were: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Absent: None.

#### 5. PUBLIC HEARING - 7:00 p.m. Public Hearing on Sale of Land

**Minutes:** The Mayor announced it was the time and place for a public hearing on the sale of land at 409 Secor Avenue and 246 N 8th Street. Per City Attorney Bakke, verbiage has been added to the agreements that if construction is not started within one year of sale, the property will revert back to the seller. Since there were no written or oral objections, the Mayor closed the hearing at 7:02 p.m.

#### 6. APPROVAL OF THE CONSENT AGENDA

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

- a. Agenda
- b. Approve Council Minutes - Regular Council Minutes (11/15/21) & Special Council Minutes (11/22/21)
- c. Accept Board & Committee Minutes -Landfill of North Iowa & Library Board
- d. Approve Invoices
- e. Approve Licenses & Permits

#### 7. BUSINESS

- a. Second Reading of Ordinance No. 821 - An Ordinance Amending the Code of Ordinances of the City of Forest City, Iowa, by Adding Regulations for the Building of Single-Family Homes in BC Zone in Portions of Blocks One and Two of Rebecca A. Clark's Addition Within the City of Forest City, Iowa

**Minutes:** Councilmember Zehren introduced the second reading of Ordinance 821, AN

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF FOREST CITY, IOWA, BY ADDING REGULATIONS FOR THE BUILDING OF SINGLE-FAMILY HOMES IN BC ZONE IN PORTIONS OF BLOCKS ONE AND TWO OF REBECCA A. CLARK'S ADDITION WITHIN THE CITY OF FOREST CITY, IOWA and moved its adoption. Councilmember Buffington seconded the motion to adopt. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Nays: None. Absent: None. Motion carried unanimously.

**b. Possible Waiving of Rules Requiring Said Ordinance 821 to be Read on Three Separate Days**

**Minutes:** Councilmember Wooldridge moved that the rule requiring said ordinance to be read on three different days be dispensed with. Councilmember Davis seconded the motion. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Nays: None. Absent: None. Motion carried unanimously.

**c. Possible Adoption of Ordinance No. 821**

**Minutes:** Councilmember Buffington moved that Ordinance No. 821, AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF FOREST CITY, IOWA, BY ADDING REGULATIONS FOR THE BUILDING OF SINGLE-FAMILY HOMES IN BC ZONE IN PORTIONS OF BLOCKS ONE AND TWO OF REBECCA A. CLARK'S ADDITION WITHIN THE CITY OF FOREST CITY, IOWA, now be adopted. Councilmember Zehren seconded the motion to adopt. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Nays: None. Absent: None. Whereupon the Mayor declared the ordinance duly adopted.

**d. Resolution 21-22-25 - Resolution Adopting Final Assessment Schedule for the 2020 North 13th Street Improvements Project and Amending, Confirming and Levying the Assessments**

**Minutes:** Councilmember Holland introduced Resolution 21-22-25, A RESOLUTION ADOPTING THE FINAL ASSESSMENT SCHEDULE FOR THE 2020 NORTH 13TH STREET IMPROVEMENTS PROJECT AND AMENDING, CONFORMING AND LEVYING THE ASSESSMENTS, and moved its adoption. Councilmember Mikes seconded the motion to adopt. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Nays: None. Absent: None. Whereupon the Mayor declared the resolution duly adopted.

**e. Resolution 21-22-26 - Resolution Setting a Public Hearing for an Ordinance Describing Precinct & Ward Boundaries**

**Minutes:** Councilmember Zehren introduced Resolution 21-22-26, A RESOLUTION SETTING A PUBLIC HEARING FOR AN ORDINANCE DESCRIBING PRECINCT AND WARD BOUNDARIES and moved its adoption. Councilmember Pehrson seconded the motion to adopt. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Nays: None. Absent: None. Whereupon the Mayor declared the resolution duly adopted. The hearing will be held December 20, 2021, at 7:00 p.m. in the Council Chambers of City Hall, 305 North Clark Street, Forest City, Iowa.

**f. Resolution 21-22-27 - Resolution Approving the Transfer of Properties Located at 409 Secor Ave & 246 N 8th St**

**Minutes:** Councilmember Buffington introduced Resolution 21-22-27, A RESOLUTION APPROVING THE TRANSFER OF PROPERTIES LOCATED AT 409 SECOR AVE AND 246 N 8TH Street 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, Wooldridge, Zehren. Nays: None. Absent: None. Whereupon the Mayor declared the resolution duly adopted.

**g. Resolution 21-22-28 - Resolution Establishing the Debt of Standard Exchange Uncollectible**

**Minutes:** Councilmember Pehrson introduced Resolution 21-22-28, A RESOLUTION ESTABLISHING THE DEBT OF STANDARD EXCHANGE AS UNCOLLECTIBLE and moved its adoption. Per City Attorney Bakke, the judgement is still there; however, the \$15,139.24 is deemed uncollectible and should be removed from the City's books. Councilmember Mikes seconded the motion to adopt. The roll was called, and the vote was Ayes: Buffington, Davis, Holland, Mikes, Pehrson, Wooldridge, Zehren. Nays: None. Absent: None. Whereupon the Mayor declared the resolution duly adopted.

**h. Resolution 21-22-29 - Resolution Forgiving the Final Payment for CDI, Inc.**

**Minutes:** Councilmember Wooldridge introduced Resolution 21-22-29, A RESOLUTION FORGIVING THE FINAL PAYMENT OF \$52,000 FOR CDI, INC, PER THE 2004 AGREEMENT, 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, Wooldridge, Zehren. Nays: None. Absent: None. Whereupon the Mayor declared the resolution duly adopted.

**i. Approve Designation of Summit-Tribune as the Official Publication of Record for Publication of Legal Notices**

**Minutes:** Moved by Holland, seconded by Pehrson, to approve the Summit-Tribune as the official publication of record for publication of legal notices for the City of Forest City. Roll call vote - all ayes. Motion carried unanimously.

**j. Payroll Change Notice - Promotion of Avery Hinderaker to Street Laborer at Step 3 (\$24.86)**

**Minutes:** Mayor Ruiter asked that it be noted in the minutes that Street & Sanitation Floater Avery Hinderaker is promoted to Street Laborer at Step 3 (\$24.86), per the recommendation of Street Superintendent Mike O'Rourke, Assistant Superintendent Andrew Faber, and the Street Committee.

**k. FAA Grant Agreement - CEG3190034022-2022**

**Minutes:** Airport Manager Dick Trimble asked the Council to approve the third grant for COVID in the amount of \$32,000 for the Forest City Municipal Airport. Moved by Wooldridge, seconded by Pehrson, to approve FAA Grant CEG-3190034022-2022. Roll call vote - all ayes. Motion carried unanimously.

**l. Final Contract Payment for Electric Meter Cutover Project - Phase 1D (\$2,775.63 Retainage)**

**Minutes:** Electric Department Superintendent Duane Kuhn asked the Council to approve the final contract payment for Phase 1D of the Electric Meter Cutover Project (\$2,775 retainage) to Groe Electric. Roll call vote - all ayes. Motion carried unanimously.

**8. STAFF REPORTS**

**9. PUBLIC FORUM**

**Minutes:** No one spoke under public forum.

**10. ADJOURNMENT**

**Minutes:** Moved by Wooldridge, seconded by Davis, to adjourn the meeting at 7:28 p.m. Motion carried unanimously.

**CLAIMS REPORT**

<b>VENDOR</b>	<b>REFERENCE</b>	<b>AMOUNT</b>
ACCESS SYSTEMS	QUARTERLY CHARGES	556.79
GORDON FLESCH COMPANY, INC.	LEASE PAYMENT	410.42
AMERICAN FAMILY LIFE	GROUP INS PAYABLE	1,225.05
AMERICAN LEGION	FLAG	40.00
B & B TRANSFORMER	TRANSFORMERS	17,875.00
BAKER & TAYLOR COMPANY	BOOKS	492.80
ANNE M BAKKE TRUST	RENT REIMBURSE/TENANT #47	137.50
BEAR CREEK GOLF COURSE	GOLF MEMBERSHIP	89.16
BLUE CROSS-BLUE SHIELD	GROUP INS PAYABLE	2,595.06
BOB KOENIGS & FAMILY CONSTR.	CDBG - 121 OAKRIDGE DR.	6,604.00
BOB KOENIGS & FAMILY CONSTR.	CDBG - 436 SOUTH 8TH	15,537.00
BOMGAARS SUPPLY	COPPER TUBING/ELBOWS/CONNECTOR	1,282.78
BRANSTAD FARMS	EQUIPMENT RENTAL	500.00
KEEGAN CARPENTER	MILEAGE REIMBURSEMENT	136.39
CENTRAL IA DISTRIBUTING	TOWELS	168.00
COMPUTER SYSTEMS UNLIMITED	COMPUTER SETUP	1,210.00
D & D SALES	PLAQUES/COUNCIL MEMBERS	70.00
DEMCO	OFFICE SUPPLIES	415.88
DES MOINES REGISTER	SUBSCRIPTION	156.00
DGR ENGINEERING	PHASE 1D DIST IMPROVEMENTS	39,052.58
DOLLAR GENERAL-REGIONS 410526	MISC SUPPLIES	70.62
EAGLE ENGRAVING, INC.	ENGRAVING CHARGES	14.85
EFTPS	FED/FICA TAX	24,676.48
EFTPS	FED/FICA TAX	30,813.46
ELECTRONIC ENGINEERING	RADIO REPAIR	14.95
ELLIOTT EQUIPMENT	HYDRAULIC MOTOR/GUTTER BROOM	1,395.59
ENCORE ENERGY	NATURAL GAS BOILER	4,227.97
F C CHAMBER OF COMMERCE	REBATE/S VEGA	200.00
F C CHAMBER OF COMMERCE	WELLNESS BUCKS	550.00
F C CHAMBER OF COMMERCE	GMAIL ACCOUNTS	1,686.52
F C CHAMBER OF COMMERCE	SERVICES/DECEMBER	2,600.00
F C EMPLOYEE ASSN	FLOWER FUND	41.00
F C FIRE DEPT	ESSENTIALS OF FIRE FIGHTING	427.87
F C LIBRARY	LIBRARY DONATE	170.68
F C LIBRARY	POINSETTIA FUND RAISER	50.00
F C MUN UTILITIES	UTILITIES	11,148.69
FIRE SERVICE TRAINING BUREAU	TRAINING	100.00
FLETCHER-REINHARDT	ELECTRICAL SUPPLIES	505.58
FOREST CITY FORD	TIRE REPAIR	24.00
FOREST CITY ROTARY CLUB	DUES/MEALS/SCHOLARSHIP	160.00
G & H MOTOR PARTS	PARTS	43.01
GALL'S	UNIFORMS	178.76
CHAD GERDES	UNIFORM ALLOWANCE	48.14
GIFTS SEW SWEET	UNIFORM ALLOWANCE/D PRICE	155.70
GORDON FLESCH COMPANY, INC.	COPIER PAYMENT	64.00
GROE ELECTRIC, INC.	ELEC METER CUTOVER/PHASE 1D	52,736.87
GROVES CONTRACTING	CURB & GUTTER 135 OAKRIDGE DR	875.00
H & S AUTO PARTS	AIR PUMP/OIL BARREL	832.19
HACH CHEMICAL CO	CHEMICALS	106.90
HAWKINS INC	CHEMICALS	2,176.87
HERMEL WHOLESale	WATER	44.35
HOLLAND CONTRACTING	TIRES	960.00
HOMEWARD, INC.	DEPOSIT REFUND/T WONSMOS	181.59
MIDWEST TAPE	DIGITAL AUDIOBOOK	1.49
HY-VEE ACCOUNTS RECEIVABLE	WATER	24.00
HY-VEE ACCOUNTS RECEIVABLE	HALLOWEEN DANCE ITEMS	249.15
IA DIVISION OF LABOR SERVICES	BOILER INSPECTION	40.00
IMPRINTS LABEL & DECAL	GOLF CART/PARKING PERMITS	365.00
IOWA HISTORY JOURNAL	SUBSCRIPTION	18.95
IOWA UTILITIES BOARD	ASSESSMENT CHARGES	2,753.00
IPERS	IPERS - PROTECT	35,356.62

JOHNSON FEED, INC.	ROAD SALT	2,270.87
SONI KEGLER	REIMBURSE OPEN HOUSE ITEMS	27.20
JOE KLUKOW	UNIFORM ALLOWANCE	113.28
MACQUEEN EQUIPMENT	PARTS	207.81
DENNIS MELING	RENTAL HOUSE REHAB	5,000.00
MENARDS	DRILL BITS/SHARPENER	164.43
METLIFE - GROUP BENEFITS	GROUP INS PAYABLE	358.24
MIDWEST DUCT WORKS	GARAGE BAY RENTAL	720.00
MIDWEST WHEEL COMPANIES	BATTERIES	351.43
MILFORD MUNICIPAL UTILITIES	OIL SWITCHES	150.00
N I A C O G	TRANSIT BUS SERVICE	143.65
N I A C O G	CDBG GRANT ADMINISTRATION	1,500.00
NO IA MEDIA GROUP	ADV/LEGAL PUBLICATIONS	533.95
MICHAEL O'ROURKE	UNIFORM ALLOWANCE	200.00
OFFICE DEPOT	OFFICE SUPPLIES	70.14
OLD DOMINION BRUSH	GUTTER BROOMS	644.92
PAYROLLFORMS.COM	PAYROLL TIME CARDS	124.90
PEOPLE	SUBSCRIPTION	118.26
POWER LINE SUPPLY	GLOVES	506.00
LARRY PUMP	ACCOUNTING/AUDIT/DATA PROCESS	11,200.00
QUILL CORPORATION	OFFICE SUPPLIES	35.05
QUILL CORPORATION	OFFICE SUPPLIES	582.31
RELIANT FIRE APPARATUS, INC.	PARTS/LABOR	774.27
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	70.00
SHANE ROCKOW	TRACTOR RENTAL	345.60
ROGNES BROTHERS	NORTH 13TH ST FIANL RETAINAGE	16,603.83
SIEGRIST, JONES & BAKKE	CONSUL/PROF FEES	7,326.00
TASC	FLEX PRE-TAX	911.21
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TEST AMERICA LABORATORIES	TESTING	1,081.50
THE SHREDDER	SHREDDING SERVICE	60.00
TREAS, ST OF IOWA	STATE TAX	8,381.00
U P S	UPS CHARGES	87.86
VALIC	DEF COMP- 457	490.00
VALIC	DEF COMP- 457	490.00
VERIZON	PHONE SERVICE	16.44
VERIZON	PHONE SERVICE	16.44
VISA	CREDIT CARD CHARGES	803.89
VISA	CREDIT CARD CHARGES	477.99
VISA	CREDIT CARD CHARGES	345.07
VISA	HOLIDAY DECORATIONS	1,587.41
BRYAN VOYEK	DEPOSIT REFUND/J VOYEK	28.62
WHKS & CO.	WWTP PRELIMINARY DESIGN	12,574.55
WEX BANK	FUEL	476.49
WINNEBAGO CO AUDITOR	CITY/SCHOOL ELECTION	1,890.36
WOMAN'S DAY	SUBSCRIPTION	21.39
Y M C A	YMCA	62.00
Accounts Payable Total		345,499.83
Payroll Checks		182,327.21
***** REPORT TOTAL *****		527,827.04
GENERAL		174,009.02
ROAD USE		29,028.91
EMPLOYEE BENEFITS		2,968.51
LOW/MOD INCOME		27,278.50
CDBG FUND		1,500.00
CAPITAL PROJECTS		16,609.58
LIBRARY		35.70
WATER		24,996.88
SEWER		46,321.82
ELECTRIC		180,130.27
GARBAGE/RECYCLING		16,225.21
TRANSIT		5,399.32

STORM WATER  
TOTAL FUNDS

3,323.32  
527,827.04

MONTHLY FUND RECAP (November 2021)

<u>FUND</u>	<u>DESCRIPTION</u>	<u>RECEIPTS</u>
001	General	\$ 146,342.63
110	Road Use	\$ 37,610.09
112	Employee Benefits	\$ 36,011.84
121	Local Option Sales Tax	\$ 120,839.12
125	TIF	\$ 69,219.76
127	Low/Mod Income	\$ 2,423.14
145	CDBG Grant	\$ 36,700.00
200	Debt Service	\$ 54,162.03
300	Capital Projects	\$ 115,858.79
600	Water	\$ 73,267.07
610	Sewer	\$ 88,727.33
630	Electric	\$ 558,833.72
670	Landfill/Garbage	\$ 49,394.50
690	Transit	\$ 2,043.12
740	Storm Sewer	\$ 12,463.62
	<b>TOTAL ALL FUNDS</b>	<u>\$ 1,403,896.76</u>

ATTEST:

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Daisy Huffman, City Clerk/Administrator

\_\_\_\_\_  
Byron Ruiter, Mayor

Contact: Daisy Huffman, City Clerk/Administrator (administrator@forestcityia.com 6415853574) |  
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