



# Regular Council Meeting

Monday, December 2, 2024 at 7:00 pm

## MEETING LOCATION

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

## ACCESS MEETING THROUGH GOOGLE MEET

Regular Council Meeting

Monday, December 2 · 7:00 – 8:30pm

Time zone: America/Chicago

Google Meet joining info

Video call link: <https://meet.google.com/wpv-rftn-jga>

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

### 4. APPROVAL OF THE CONSENT AGENDA

(Action Item)

#### a. Agenda

#### b. Approve Council Minutes

#### c. Accept Board & Committee Minutes, 10-16-2024 Library Minutes

#### d. Approve Invoices

### 5. BUSINESS

#### a. Agenda Request street closures for Christmas on Clark Dec. 14, 2024

#### b. Approve Wheeler World Inc. Estimate for Engine Inspection & Evaluation

#### c. Resolution 24-25-31 Setting dates for Public Hearing and Bid Letting on the Dam Removal and Riverfront Enhancement Project

#### d. Discuss gWorks software issues

#### e. Approve a software quote from Edmunds GovTech, \$47,745

#### f. Mayoral appointment of Library Board Members: Steph Buffington and Jon Klauke

#### g. Payroll Change Notice: Matt Schaumberg 6 month STEP 3 increase to \$34.84

### 6. STAFF REPORTS

### 7. PUBLIC FORUM

This is a time set aside for comments from the public on topics of City business other than those listed on this agenda. Please understand that the Council will not take any action on your comments at this meeting due to requirements of the Open Meetings Law, but may do so at a future meeting.

The Mayor and City Council welcome comments from the public; however, at no time is it appropriate to use profane, obscene, or slanderous language. The Mayor may limit each speaker to five minutes.

### 8. ADJOURNMENT



**Forest City Council Minutes  
November 18, 2024**

Mayor Ron Holland called the meeting to order at 7:00 pm.

Present: Brad Buffington, Carly Carper, Dan Davis, Marcia Tweeten, AJ Welch, Karl Wooldridge, Absent: Tony Mikes.

Motion by Marcia Tweeten, second by Karl Wooldridge to approve the following consent agenda items: Agenda 11/18/2024, Council Minutes 11/04/2024, Parks & Rec. Minutes 10/14/2024 -11/11/2024, Airport Minutes 11/12/2024 and Invoices as presented, carried unanimously.

Motion by Karl Wooldridge, seconded by AJ Welch approved street closure for Christmas Lighting Ceremony 12/02/2024, carried unanimously.

Fire Chief Nate Nelson reported on the purchase of the newly updated 2004 fire department vehicle. Which has been out on its first call already. He talked of events for the public, children and safety and prevention is doing well.

Motion by Brad Buffington, seconded by Carly Carper to approve 2024-2025 current roster for the Forest City Firefighters, carried unanimously.

Motion by Dan Davis, seconded by Marcia Tweeten to approve Pay Estimate #2 to Heartland Asphalt, \$137,895.19 for work on the Rehabilitate Runway 15/33 Project, carried unanimously.

Motion by Brad Buffington, seconded by AJ Welch to approve Pay Estimate #5 to Wicks Construction, \$218,601.27 for work on the 2024 Street Reconstruction Project, carried unanimously.

Motion by Karl Wooldridge, seconded by Brad Buffington to approve Resolution 24-25-23 the FY24 Street Finance Report, Ayes: Brad Buffington, Carly Carper, Dan Davis, Marcia Tweeten, AJ Welch, Karl Wooldridge, Nays: none, Absent: Tony Mikes.

Motion by Brad Buffington, seconded by Carly Carper to approve Resolution 24-25-24 the FY24 Annual Financial Report, Ayes: Brad Buffington, Carly Carper, Dan Davis, Marcia Tweeten, AJ Welch, Karl Wooldridge, Nays: none, Absent: Tony Mikes.

Mayor Holland discussed holding a Council Meeting on 11-25-2024.

Mayor Holland acknowledged the following payroll change notices: Tyler Thompson Water Treatment Certification Grade 2, \$32.57 effective 11/13/202, Jared Swearingen 3-year step increase \$25.05 effective 12/13/2024

Tony Mikes arrived at 7:27 pm

Motion by Dan Davis, second by Tony Mikes to table approving a software quote from Edmunds GovTech, carried unanimously. Council would like to visit with the current software company, gWorks, at the next regular meeting.

Staff Reports:

Chief Tom Montgomery shared: The emergency equipment has been taken off the old patrol car and put on the new patrol car.

Andrew Faber shared: From the weekend, staff has removed 24 loads of leaves from the dump site and are continuing to sweep the streets.

Duane Kuhn shared: Nate Doden and Carson Buffington went through crane training.

Public Input:

Troy Thompson spoke on behalf of Waldorf College requesting a street closer in front of the Waldorf College football field. They will be removing 29 trees on 11/23/2024. Council did not object to this Saturday street closure.

Motion by Karl Wooldridge, second by Dan Davis to adjourn the meeting at 7:46 pm, carried unanimously.

Attest:

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Misty Juveland, Deputy Clerk

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Ronald Holland, Mayor

**Forest City Council Minutes**  
**November 25, 2024**

Mayor Ron Holland called the meeting to order at 7:00 pm.

Present: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch,  
Absent: Karl Wooldridge

Motion by Tony Mikes, second by Marcia Tweeten to approve the following consent agenda item: Agenda11/25/2024, carried unanimously.

Motion by AJ Welch, seconded by Dan Davis to approve Resolution 24-25-25 Authorizing Internal Advance for Funding of Urban Renewal Project (Golf Course Project), Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Nays: none, Absent: Karl Wooldridge.

Motion by Tony Mikes, seconded by Marcia Tweeten to approve Resolution 24-25-26 Funding Request from YMCA Daycare and Obligating \$25,000 in TIF Funds to the Forest City YMCA Daycare to be used for Community Childcare Needs, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Nays: none, Absent: Karl Wooldridge.

Motion by Carly Carper, seconded by Dan Davis to approve Resolution 24-25-27 Funding Request from Forest City Economic Development and Obligating \$75,000 in TIF Funds to be used for an Industrial Marketing Plan, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Nays: none, Absent: Karl Wooldridge.

Motion by Brad Buffington, seconded by Carly Carper to approve Resolution 24-25-28 Obligating Funds from the Urban Renewal Tax Revenue Fund for Appropriation to the Payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next succeeding fiscal year, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Nays: none, Absent: Karl Wooldridge.

Motion by Tony Mikes, seconded by Marcia Tweeten to approve Resolution 24-25-29 Certifying the City of Forest City's Tax Increment Financing Indebtedness for the 2026 Fiscal Year and Requesting Specific Dollar Amounts for Available TIF Increment, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Nays: none, Absent: Karl Wooldridge.

Motion by Carly Carper, seconded by AJ Welch to approve Resolution 24-25-30 Approving the Annual Urban Renewal Report for FY24 and Authorizing its submission, Ayes: Brad Buffington, Carly Carper, Dan Davis, Tony Mikes, Marcia Tweeten, AJ Welch, Nays: none, Absent: Karl Wooldridge.

Motion by Brad Buffington, second by Carly Carper to approve a Letter of Recommendation and grant funding for the Winnebago River Watershed Management Coalition, \$250, carried unanimously.

Motion by Brad Buffington, second by Carly Carper to adjourn the meeting at 7:25pm, carried unanimously.

Staff Report: Andrew Faber shared: Skid loader had to have one tire fixed due to a side wall cracking. Staff are working on clearing trees and brush by the bridge on Secor.

Attest:

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Daisy Huffman City Administrator

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Ronald Holland, Mayor



Forest City Public Library  
Board of Trustees Meeting  
October 16, 2024

The Forest City Library Board of Trustees met at City Hall on Wednesday, October 16, 2024. Members present included Shelley Current, Tracy Broesder, Krista Hopp, Seth Thorson, Valerie Faugstad, Jason Barnes and Christa Cosgriff, Library Director. Steve Pickar and Valerie Faugstad were absent. Tracy called the meeting to order at 5:02 pm. Motion to approve the minutes from September 18, 2024 was made by Jason seconded by Krista. Motion to approve invoices as presented was made by Jason and seconded by Seth.

**Interviewing of potential board members:**

3 potential board members interviewed decision tabled until the 4th potential member can be interviewed at the November meeting

**Old Business:**

1. Pilcrow Foundation grant - received grant in the amount of \$600. Only 97 rural libraries received funding and 10 of those were in Iowa.
2. Rob See Co grant - Did not receive this, we have received this recently.
3. Tutoring report - The library is offering tutoring on Thursday from 3:30 pm-5:30 pm for students up to grade 5. Advertising has gone out on the radio, channel 2, Facebook and flyer.
4. After school program - no participants this week. Christa will reach out to the Superintendent and Principals to see if there is anything else that can be done to encourage student participation.

**New Business:**

1. County library director's meeting will be held November 12 at 9:00 am.
2. County wide trustee meeting to be held November 12 at 5:30 pm in council chambers. All board members must be in attendance.
3. Library director evaluation [link](#) was provided via email please fill out.

**Board Member Comments:**

Early childhood grant due 11/15 Christa is working on filling out forms.  
CCP grant for safety training send any ideas for possible trainings to Christa.

**Director Report:**

Senior health coming in will bring extra foot traffic. Creation of children's librarian job description to include training and expectations for the role. All members present were provided with an overview of Libby 15 minutes of board training. The Libby app is open access for residents of Forest City in Winnebago County and rural Winnebago County



residents. Residents of other cities in Winnebago County will need to access Libby through their respective town library. Shaden Tweeten will present on the topic of recycling at 5:30 pm on November 21st at the library.

**Training:**

15 minutes of Libby overview training.

**Libraries proposal update:** No new information.

**Visitors:** Barb Lovick, Colleen Hovenga, Jon Klauke

Shelley made a motion to adjourn. Krista seconded the motion. The motion was approved at 6:21 pm.

Respectfully submitted, Shelley Current, secretary



VENDOR NAME	REFERENCE	VENDOR TOTAL
GENERAL LIABILITIES		
CHILD SUPPORT	CHILD SUPPORT	57.23
EFTPS	FED/FICA TAX	14,240.48
IA WITHHOLDING	STATE TAX	4,540.87
IPERS	IPERS - PROTECT	18,888.74
VALIC	DEF COMP- 457	5.00
		-----
050	LIABILITIES TOTAL	37,732.32
POLICE		
BOMGAARS SUPPLY	CARPET CLEANER/WINDOW CLEANER	34.48
FC FORD	LUBE/OIL/FILTER	68.78
GFC LEASING - WI	COPIER LEASE	73.64
IMPRINTS LABEL & DECAL	GOLF/PARKING PERMITS	515.00
STREICHER'S	UNIFORM ITEMS	129.99
		-----
110	POLICE TOTAL	821.89
LIBRARY		
BAKER & TAYLOR COMPANY	BOOKS	1,334.31
BLACKSTONE PUBLISHING	AUDIOS	205.72
BOMGAARS SUPPLY	ROPE/SNAPS	39.20
COUNTRY LIVING	SUBSCRIPTION	37.42
CULVER HAHN	BULBS & BALLASTS	233.68
GOOD HOUSEKEEPING	SUBSCRIPTION	32.07
GFC LEASING - WI	COPIER LEASE	426.45
IA HISTORY JOURNAL	SUBSCRIPTION	19.95
LINDA JORDAHL	REIMBURSE CRAFT SUPPLIES	47.51
SONI KEGLER	REIMBURSE OPEN HOUSE ITEMS	54.35
PREVENTION	SUBSCRIPTION	51.36
QUILL CORPORATION	OFFICE SUPPLIES	66.27
TASTE OF HOME	SUBSCRIPTION	15.00
		-----
410	LIBRARY TOTAL	2,563.29
PARKS		
HOLLAND CONTRACTING	TIRES FOR F250	897.00
		-----
430	PARKS TOTAL	897.00
RECREATION		
JED'S LIGHTS & SOUNDS	ELEM SCHOOL CHRISTMAS PARTY	500.00
		-----
440	RECREATION TOTAL	500.00
CIVIC		
CENTRAL IA DISTRIBUTING	MISC SUPPLIES	191.00
		-----
460	CIVIC TOTAL	191.00
CLERK/FINANCE		
ACCESS SYSTEMS	COPIER LEASE	347.73
QUADIENT LEASING USA, INC.	FOLDING MACHINE LEASE	190.84

VENDOR NAME	REFERENCE	VENDOR TOTAL
WHKS & CO.	BASE MAPPING UPDATES	196.32
	620 CLERK/FINANCE TOTAL	734.89
CITY HALL		
BOMGAARS SUPPLY	ROPE/SNAPS	44.78
CENTRAL IA DISTRIBUTING	PAPER TOWELS	81.00
	650 CITY HALL TOTAL	125.78
	001 GENERAL TOTAL	43,566.17
ROAD USE		
LIABILITIES		
EFTPS	FED/FICA TAX	2,746.44
IA WITHHOLDING	STATE TAXES	894.79
IPERS	IPERS - REGULAR	3,708.54
	050 LIABILITIES TOTAL	7,349.77
STREETS		
BOMGAARS SUPPLY	FENCE WIRE	27.87
FIVE STAR SHOP SERVICE	PARTS	195.60
HOLLAND CONTRACTING	LOADER TIRE REPAIR	125.00
J & J MACHINING	METAL	569.78
N I A C C	TEST FEE/T FLUGUM	40.00
WADE THOMPSON TRUCK & REPAIR	#173 REPAIRS	5,710.66
WINN CO EXTENSION	PESTICIDE CLASS/T FLUGUM	45.00
ZIEGLER, INC.	BATTERIES	897.02
	210 STREETS TOTAL	7,610.93
SNOW REMOVAL		
BMC AGGREGATES LC	CONCRETE SAND	437.18
	250 SNOW REMOVAL TOTAL	437.18
	110 ROAD USE TOTAL	15,397.88
EMPLOYEE BENEFITS		
POLICE		
AFLAC	INSURANCE	269.94
SISCO	MONTHLY PREMIUM	9,417.82
	110 POLICE TOTAL	9,687.76
PARAMEDICS		
AFLAC	INSURANCE	101.66
SISCO	MONTHLY PREMIUM	5,835.89

VENDOR NAME	REFERENCE	VENDOR TOTAL
	160 PARAMEDICS TOTAL	5,937.55
STREETS SISCO	MONTHLY PREMIUM	6,985.54
	210 STREETS TOTAL	6,985.54
LIBRARY SISCO	MONTHLY PREMIUM	582.85
	410 LIBRARY TOTAL	582.85
PARKS SISCO	MONTHLY PREMIUM	1,366.28
	430 PARKS TOTAL	1,366.28
RECREATION AFLAC SISCO	INSURANCE MONTHLY PREMIUM	37.57 1,954.88
	440 RECREATION TOTAL	1,992.45
CLERK/FINANCE AFLAC SISCO	INSURANCE MONTHLY PREMIUM	80.54 1,565.09
	620 CLERK/FINANCE TOTAL	1,645.63
COBRA SISCO	MONTHLY PREMIUM	1,202.78
	698 COBRA TOTAL	1,202.78
	112 EMPLOYEE BENEFITS TOTAL	29,400.84
CAPITAL PROJECTS STREETS VEENSTRA & KIMM	2024 STREET RECON PROJECT	9,446.92
	210 STREETS TOTAL	9,446.92
J STREET RECONSTRUCTION DGR ENGINEERING	J STREET ELEC DIST IMPROVEMENT	5,924.38
	211 J STREET RECONSTRUCTION TOTAL	5,924.38
PARKS VEENSTRA & KIMM	RIVER FRONT ENHANCEMENT PROJ	1,389.00

VENDOR NAME	REFERENCE	VENDOR TOTAL
	430 PARKS TOTAL	1,389.00
	301 CAPITAL PROJECTS TOTAL	16,760.30
WATER LIABILITIES		
EFTPS	FED/FICA TAX	2,803.95
IA WITHHOLDING	STATE TAX	849.86
IPERS	IPERS - REGULAR	3,264.58
VALIC	DEF COMP- 457	35.00
	050 LIABILITIES TOTAL	6,953.39
WATER		
ACCESS SYSTEMS	COPIER LEASE	347.73
AFLAC	INSURANCE	80.55
BMC AGGREGATES LC	1" CLEAN	554.87
BOMGAARS SUPPLY	VEHICLE CLEANER	16.98
DAKOTA SUPPLY GROUP	COUPLING	1,596.56
GARNER LUMBER & SUPPLY	OSB/PLYWOOD/SCREWS	76.03
HAWKINS INC	CHEMICALS	70.00
QUADIENT LEASING USA, INC.	FOLDING MACHINE LEASE	190.84
RIVER CITY COMMUNICATIONS	MONTHLY SECURITY	26.00
SISCO	MONTHLY PREMIUM	4,598.40
U P S	UPS CHARGES	24.54
	810 WATER TOTAL	7,582.50
	600 WATER TOTAL	14,535.89
SEWER LIABILITIES		
EFTPS	FED/FICA TAX	2,996.79
IA WITHHOLDING	STATE TAX	933.94
IPERS	IPERS - REGULAR	3,734.39
VALIC	DEF COMP- 457	50.00
	050 LIABILITIES TOTAL	7,715.12
SEWER		
ACCESS SYSTEMS	COPIER LEASE	347.73
AFLAC	INSURANCE	80.55
BLACKHAWK SPRINKLERS	ANNUAL BACKFLOW TESTING	360.00
QUADIENT LEASING USA, INC.	FOLDING MACHINE LEASE	190.84
SHORT ELLIOTT HENDRICKSON, INC	PARK STREET SANITARY SEWER	2,505.03
SISCO	MONTHLY PREMIUM	5,387.56
EUROFINS ENVIRONMENT TESTING	TESTING	1,014.36
U P S	UPS CHARGES	13.03

VENDOR NAME	REFERENCE	VENDOR TOTAL
	815 SEWER TOTAL	9,899.10
SEWER PLANT REHAB PROJ WHKS & CO.	WWTP IMPROVEMENTS-FINAL DESIGN	11,726.91
	816 SEWER PLANT REHAB PROJ TOTAL	11,726.91
	610 SEWER TOTAL	29,341.13
ELECTRIC LIABILITIES		
EFTPS	FED/FICA TAX	7,279.73
IA WITHHOLDING	STATE TAX	2,284.62
IPERS	IPERS - REGULAR	9,568.90
VALIC	DEF COMP- 457	15.00
	050 LIABILITIES TOTAL	19,148.25
LIGHT PLANT		
BLAZEK ELECTRIC	LABOR	192.50
BOMGAARS SUPPLY	SOFTNER SALT	509.03
RIVER CITY COMMUNICATIONS	REPLACED POWER SUPPLY	546.18
SISCO	MONTHLY PREMIUM	5,191.12
	820 LIGHT PLANT TOTAL	6,438.83
DISTRIBUTION		
ACCESS SYSTEMS	COPIER LEASE	347.73
AMARIL	SAFETY CLOTHING	404.14
AFLAC	INSURANCE	146.45
BOMGAARS SUPPLY	DEWALT DRILL KIT	541.80
CARSON BUFFINGTON	MEAL REIMBURSEMENT	91.88
CULVER HAHN	BULBS/WALL PACK LIGHTS	432.28
NATHAN DODEN	UNIFORM ALLOWANCE	266.02
FIVE STAR SHOP SERVICE	PARTS	393.25
ZACH HOLKESVIK	UNIFORM ALLOWANCE	195.76
QUADIENT LEASING USA, INC.	FOLDING MACHINE LEASE	190.84
SISCO	MONTHLY PREMIUM	6,891.55
	821 DISTRIBUTION TOTAL	9,901.70
COMMUNITY FUNDING		
BOMGAARS SUPPLY	TWINE/CABLE TIES	42.95
FC CHAMBER OF COMMERCE	CHRISTMAS ON CLARK SPONSORSHIP	1,000.00
	825 COMMUNITY FUNDING TOTAL	1,042.95
CAPITAL PROJECTS		
DGR ENGINEERING	PHASE 2 SUBSTATION IMPROVEMENT	6,493.00

VENDOR NAME	REFERENCE	VENDOR TOTAL
	826 CAPITAL PROJECTS TOTAL	6,493.00
	630 ELECTRIC TOTAL	43,024.73
SANITATION LIABILITIES		
EFTPS	FED/FICA TAX	2,311.49
IA WITHHOLDING	STATE TAX	683.63
IPERS	IPERS - REGULAR	3,176.95
VALIC	DEF COMP- 457	5.00
	050 LIABILITIES TOTAL	6,177.07
SANITATION		
ACCESS SYSTEMS	COPIER LEASE	347.74
AFLAC	INSURANCE	188.96
BOMGAARS SUPPLY	GLOVES/NUMBER STICKERS	19.13
FIVE STAR SHOP SERVICE	PARTS	140.00
G C DISTRIBUTING	GARBAGE BAGS	6,990.25
POMP'S TIRE SERVICE, INC.	TIRES	1,180.12
QUADIENT LEASING USA, INC.	FOLDING MACHINE LEASE	190.82
SISCO	MONTHLY PREMIUM	3,296.39
JARED SWEARINGEN	SAFETY/UNIFORM ALLOWANCE	235.36
	840 SANITATION TOTAL	12,588.77
	670 SANITATION TOTAL	18,765.84
TRANSIT LIABILITIES		
EFTPS	FED/FICA TAX	342.49
IA WITHHOLDING	STATE TAXES	109.42
IPERS	IPERS - REGULAR	515.20
	050 LIABILITIES TOTAL	967.11
TRANSIT N I A C O G		
SISCO	T002 SERVICE	436.29
	MONTHLY PREMIUM	577.10
	850 TRANSIT TOTAL	1,013.39
	690 TRANSIT TOTAL	1,980.50
STORM WATER STORM WATER HOLLAND CONTRACTING	TIRE REPAIR	60.00

VENDOR NAME	REFERENCE	VENDOR TOTAL
	865 STORM WATER TOTAL	60.00
	740 STORM WATER TOTAL	60.00
INTERNAL FUND - FLEX INTERNAL SERVICE SISCO	NOVEMBER 25TH CLAIMS	585.62
	930 INTERNAL SERVICE TOTAL	585.62
	820 INTERNAL FUND - FLEX TOTAL	585.62
	Accounts Payable Total	213,418.90
	Payroll Checks	96,935.20
	Report Total	310,354.10

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	86,938.74
110	ROAD USE	23,101.85
112	EMPLOYEE BENEFITS	29,400.84
301	CAPITAL PROJECTS	16,760.30
600	WATER	21,878.94
610	SEWER	37,884.67
630	ELECTRIC	64,537.98
670	SANITATION	25,895.22
690	TRANSIT	3,309.94
740	STORM WATER	60.00
820	INTERNAL FUND - FLEX	585.62
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	TOTAL FUNDS	310,354.10





**AGENDA REQUEST**

DATE OF COUNCIL MEETING: December 2, 2024

NAME: Juanna Burkholder

ADDRESS: 3307 Sage Dr.

PHONE NUMBER: 641-530-5854

TOPIC FOR AGENDA: Street closures for Christmas on Clark Event on  
Dec. 14<sup>th</sup>, 2024

ADDITIONAL INFORMATION: see map for closures

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach any supporting documentation which you would like the Council to see.

*\*This request is not a guarantee that your item will appear on the agenda.*

Juanna Burkholder  
Signature

11/26/24  
Date

**Please email this request to [administrator@forestcityia.com](mailto:administrator@forestcityia.com).**

Street Closures Map  
Christmas on Clark Street  
December 14th  
12:00pm - 5:00pm





## **SERVICE REPORT**

### **LSV-20-GDT ENGINE INSPECTION & EVALUATION**

#### **SCOPE OF WORK**

- I. Check foundation condition, foundation bolts and center frame bolts for proper Torque.
- II. Remove crankcase doors, inspection covers, engage turning gear assembly to perform crankcase inspection
- III. Check all drive chain condition and tightness
  - Main drive chain
  - Main governor drive chain
  - Over speed governor chain
  - Lube oil pump drive chain / or coupling assembly

NOTE: Perform while taking crank deflections

- IV. Perform and record crankshaft deflection
- V. Inspect all line and piston skirts
- VI. Check and record all articulating pin bushing clearances
- VII. Perform special inspection on articulating rod pin bushings
- VIII. Check and record all rod cap to crank running clearances
- IX. Check and adjust / record fuel injection timing.

- X. Visual inspection of fuel door / fuel pump drive gear assemblies
  
- XI. Check operation condition of variable timing door and gear condition  
CB-fue injection system – not on LSVB units  
Not on all
  
- XII. Re-set hydraulic valve lifters
  
- XIII. Fuel Injectors – if required / not applicable on LSVB units
  - Remove injectors, pressure test fuel injector opening pressures. Record,
  - Replace with new gaskets – torque injectors in heads.
  - Check condition of fuel lines, line clamps
  
- XIV. Check condition of air start valves.
  - Disassemble and rebuild if required
  
- XV. Check air start timing,
  
- XVI. Visually inspect main valve springs and rocker gear assemblies
  
- XVII. Check condition of lube oil pump drive assembly
  
- XVIII. Check operation of the low fuel oil prime pump assembly
  
- XIX. Check over speed and engine safety shutdown controls including main and rod bearing shutdown protection – Wheeler follow up
  
- XX. Final checks on engine start up and all auxiliary system functions.
  
- XXI. Power balance unit “GAS” operation
  
- XXII. During engine power balancing review operation condition of all engine Auxiliaries. (Engine Support Groups)
  
- XXIII. Re-commission unit – start and load unit to ensure unit is ready for service.  
Will trouble shoot engine operation during re-commissioning of units if required.

Final report to follow after re-commissioning of unit



# Wheeler World Inc.

**3071 Martinsburg Road**  
**Gambier, OH 43022**  
www.wheelerworldinc.com

Phone #: 800-499-4906

Fax #: 808-825-6511

# Estimate

Date Estimate #

11/19/2024 12558

AP A/R: tina@wheelerworldinc.com Sales: nola@wheelerworldinc.com Service: larry@wheelerworldinc.com  
President: tina@wheelerworldinc.com

## Name / Address

City of Forest City  
P.O. Box 346  
Forest City, IA 50436

## **Project/Engine**

Note	Item	Description	Qty	Rate	Total
	INSPECTION ...	SERVICE - INSPECTION & EVALUATION OF POWER PLANT ENGINES CONDITION AND OPERATION		0.00	0.00T
	LABOR Larry ...	SERVICE REPRESENTATIVE	80.00	175.00	14,000.00T
	TRAVEL TIM...	TRAVEL SERVICE REPRESENTATIVE	24.00	90.00	2,160.00T
	ROOM AND ...	DAILY ROOM AND MEALS	12.00	250.00	3,000.00
	MILEAGE TR...	VEHICLE MILEAGE PER MILE	1,520.00	2.00	3,040.00
	TOOL RENTA...	TOOL RENTAL (PER JOB)	1.00	1,500.00	1,500.00T

***\$ DOES NOT INCLUDE SHIPPING \$ Estimates good for 30 days. Billing will be based on time and material***

**Subtotal:** \$23,700.00

Please Sign, Date & Return to our Office Thank You ,

**Sales Tax: (7.0%)** \$1,236.20

**Total:** \$24,936.20

# Wheeler World Inc.

**3071 Martinsburg Road  
Gambier, OH 43022**  
www.wheelerworldinc.com

Phone #: 800-499-4906

Fax #: 808-825-6511

# Estimate

Date Estimate #

11/19/2024 12559

A/P & A/R: tina@wheelerworldinc.com Service: larry@wheelerworldinc.com President: tina@wheelerworldinc.com

## Name / Address

City of Forest City  
P.O. Box 346  
Forest City, IA 50436

## **Project/Engine**

P.O. No.

Estimated lead time

Item	Description	Qty	Rate	Total
2-02P-113-001	PUMP-FUEL TRANSFER WITH MOTOR, COUPLING & MOUNTING PLATE ASSEMBLY	1.00	1,840.00	1,840.00T
3222K55	HEAT EXCHANGER WITH STEEL SHELL AND COPPER TUBE, 350000 Btu/hr. HEATING AND COOLING CAPACITY	1.00	2,585.00	2,585.00T

***\$ DOES NOT INCLUDE SHIPPING \$  
Estimates good for 30 days. Billing will be  
based on time and material***

<b>Subtotal:</b>	\$4,425.00
<b>Sales Tax: (7.0%)</b>	\$309.75
<b>Total:</b>	\$4,734.75

Please provide PO number with your order Thank You , Wheeler World Inc.



RESOLUTION NO. 24-25-31

RESOLUTION SETTING DATES FOR PUBLIC HEARING AND BID LETTING

To provide for a notice of hearing and letting on proposed plans, specifications, form of contract, and estimate of cost for the **Forest City Dam Removal and River Front Enhancement Project** and taking of bids therefor.

WHEREAS, the City of Forest City, Iowa, has heretofore established a **Forest City Dam Removal and River Front Enhancement Project**, and it is necessary and desirable that said **Forest City Dam Removal and River Front Enhancement Project** be constructed and such improvements are in the best interests of the City and may be hereafter referred to as the "**Forest City Dam Removal and River Front Enhancement Project**" (and sometimes hereinafter referred to as the "Project"), the Project to be as described in and to be contracted for and completed in accordance with the proposed plans and specifications and form of contract prepared by Veenstra & Kimm, Inc., the Project Engineers for the Project, such proposed plans, specifications, form of contract, and estimate of cost being on file with the City Clerk; and

WHEREAS, detailed plans and specifications, notice of hearing and notice to bidders, form of contract and estimate of cost have been prepared and filed by the Project Engineers for the Project and have been examined by this Council;

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications, and form of contract and estimate of cost for the Project and to advertise for sealed bids for the Project.

NOW, THEREFORE, Be it Resolved by the City Council of Forest City, Iowa, as follows:

Section 1. The detailed plans and specifications, notice of hearing and notice to bidders, form of contract, and estimate of cost referred to in the preamble hereof are subject to the hearing.

Section 2. The Project is necessary and desirable for the City, and it is in the best interests of the City to proceed toward the construction of the Project.

Section 3. The amount of the bid security to accompany each bid is hereby fixed at 5%.

Section 4. The City Council hereby delegates to the City Clerk the duty of receiving, opening, and announcing the results of all bids for the construction of the Project, on the 15<sup>th</sup> day of January, 2025, at 11:00 a.m., at the Council Chambers, City Hall, Forest City, Iowa. The 20<sup>th</sup> day of January, 2025, at the City Council Meeting starting at 7:00 p.m., at the Council Chambers, City Hall, Forest City, Iowa, is hereby fixed as the time and place of hearing on the proposed plans, specifications, form of contract, and estimate of cost for the Project and also as

the time and place the City Council will consider bids received by the City Clerk in connection therewith.

Section 5. The City Clerk is hereby authorized and directed to post Notice to Bidders at least once in a relevant contractor plan room service with statewide circulation, and in a relevant construction lead generating service with statewide circulation, and on an internet site sponsored by either the City or statewide association that represents the City. Posting shall not be less than thirteen clear days nor more than forty-five days prior to January 15, 2025, which is hereby fixed as the date for receiving bids. Said bids are to be filed prior to 11:00 a.m. on said date; and,

Section 6. The City clerk is hereby directed to publish Notice of Hearing once in the Summit Tribune, a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall not be less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the final plans, specifications, form of contract and estimate of cost for said project, said hearing to be at the City Council Meeting starting at 7:00 p.m. on January 20, 2025.

PASSED AND APPROVED this 2nd day of December, 2024.

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Ron Holland, Mayor

ATTEST:

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Daisy Huffman, City Clerk / Administrator

<b>Customer:</b>	Forest City City	<b>Sales Order</b>	
<b>Customer Address:</b>	PO Box 346 Forest City, IA 50436	<b>Order #:</b>	00008328
<b>Customer County:</b>	Winnebago	<b>Sales Order Date:</b>	November 11, 2024
<b>Customer Admin Contact:</b>	Daisy Huffman	<b>Effective Date:</b>	Date of customer signature below
<b>Customer Admin Phone:</b>	641-585-3574	<b>New/Add-On:</b>	New Logo Core
<b>Customer Admin Email:</b>	administrator@forestcityia.com	<b>Sales Rep:</b>	James Mitchell

**Investment Summary**

Software Services - License	\$1,495.00
Software Services - Subscription	\$18,250.00
Professional Services - Implementation	\$14,500.00
Conversion Services	\$13,500.00
<b>Year 1 Investment:</b>	
	<b>\$47,745.00</b>

**Summary Notes**

One-time License Fees: 100% will be due upon execution of the contract (Effective Date).

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

One-time Data Conversion Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.



<b>Software Services - License</b>	<b>Amount</b>
Pervasive SQL - 6 Concurrent User License	\$1,495.00
<b>One-Time Fees:</b>	<b>\$1,495.00</b>

<b>Professional Services - Implementation</b>	<b>Amount</b>
Employee Self-Service Implementation	\$1,000.00
Installation - Remote	\$1,000.00
Online Bill Pay (WIPP) - Implementation	\$2,000.00
Standard Finance Implementation	\$3,500.00
Standard Personnel Implementation	\$3,000.00
Standard Utility Implementation	\$4,000.00
<b>One-Time Fees:</b>	<b>\$14,500.00</b>

<b>Conversion Services</b>	<b>Amount</b>
Finance - Base Conversion	\$3,000.00
<i>Chart of Accounts</i>	
<i>Summary Account Financial Information for 3 years + current fiscal year budgets</i>	
- <i>Opening/Ending Balances</i>	
- <i>Summarized Year to Date Activity</i>	
- <i>Vendor Master Information</i>	
- <i>Current Calendar Year 1099 Payment Totals</i>	
- <i>Fixed Asset Master Information</i>	
Payroll - Base Conversion	\$3,000.00
- <i>Employee Master Information</i>	
- <i>Current Year Check History</i>	
- <i>Gross Pay</i>	
- <i>Detailed Deductions</i>	
- <i>Detailed Taxes</i>	
- <i>Net Pay</i>	
- <i>Leave Time Balances</i>	
Utility Billing - Advanced Conversion	\$7,500.00

<b>Conversion Services</b>	<b>Amount</b>
<ul style="list-style-type: none"> <li>- Current Customer Master Account and Bill to Information</li> <li>- Meter Master Information</li> <li>- Current Billing Configuration (Services, cycles, rates, etc.)</li> <li>- Current Open Balance Information for Active and Inactive Accounts (Open balances by service, Penalty, Interest, Deposits, etc.)</li> <li>- Minimum required consumption information needed to calculate next cycle billing by service</li> <li>- Meter Reading History Information for 3 years + current based on reading date</li> <li>- Billing and Payment Transaction History for 3 years + current based on transaction date</li> <li>- Backflow Master Account Information</li> <li>- Backflow Inspector Master Information</li> <li>- Backflow Inspection History for 3 years + current based on inspection date</li> </ul>	
<b>One-Time Fees:</b>	<b>\$13,500.00</b>

<b>Software Services - Subscription</b>	<b>Amount</b>
Electric Billing & Collections - 3 Year	\$5,000.00
Employee Self-Service - 3 Year	\$1,500.00
Finance Super Suite - 3 Year	\$3,500.00
Human Resources - 3 Year	\$1,500.00
Online Bill Pay (WIPP) - Utility - 3 Year	\$750.00
Payroll - 3 Year	\$3,000.00
Utility Billing & Collections - 3 Year	\$3,000.00
<b>Annual Fees:</b>	<b>\$18,250.00</b>

<b>Software Services - Subscription Notes</b>	<p>Initial term of the Software Services are a 36 month subscription, commencing 90 days after the Effective Date.</p> <p>Thereafter, the Software Services subscription shall renew automatically for 12-month renewal terms unless written notice is provided by Customer at least 90 days prior to the expiration of the initial or then-current renewal Term. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.</p>
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<b>Software Services - License Notes</b>	<p>Customer has the rights to use the Software as long as it maintains Support Services in good standing.</p>
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**Professional Services - Notes**

Includes all standard implementations listed under "Professional Services - Implementation".

**Professional Services - Notes**

Includes all standard implementations listed under "Professional Services - Implementation".

**Sales Order Notes**



Please return executed Sales Orders via  
DocuSign or Email to:  
**Edmunds GovTech, Inc.**  
Email: [SalesOrders@EdmundsGovTech.com](mailto:SalesOrders@EdmundsGovTech.com)  
P: 888.336.6999 | F: 609.645.3111  
[www.EdmundsGovTech.com](http://www.EdmundsGovTech.com)  
**Sales Order #: 00008328**

THE UNDERSIGNED IS AUTHORIZED TO EXECUTE THIS SALES ORDER ON BEHALF OF CUSTOMER AND ACKNOWLEDGES AND AGREES ON BEHALF OF CUSTOMER THAT (A) ALL SERVICES SET FORTH IN THIS SALES ORDER ARE SUBJECT TO AND GOVERNED BY THE EDMUNDS GOVTECH, INC. SERVICE TERMS AND CONDITIONS AVAILABLE AT THE FOLLOWING URL: <https://go.edmundsgovtech.com/terms> (THE SERVICE TERMS), WHICH ARE INCORPORATED INTO THIS SALES ORDER, AND (B) THIS SALES ORDER, INCLUDING THE SERVICE TERMS, IS THE COMPLETE AND EXCLUSIVE AGREEMENT BETWEEN EDMUNDS GOVTECH (OR OUR AFFILIATE PROVIDING THE SERVICES DESCRIBED HEREIN) AND CUSTOMER CONCERNING THE SUBJECT MATTER HEREOF AND SUPERSEDES ANY PRIOR OR CONTEMPORANEOUS TERMS AND CONDITIONS, INCLUDING ANY PURCHASE ORDER CUSTOMER MAY PROVIDE OR ANY PRIOR COURSE OF DEALING OR USAGE OF TRADE, AND SUCH ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS SHALL HAVE NO FORCE OR EFFECT.

EDMUNDS GOVTECH, INC.

Forest City City

By: _____	Date: _____	By: _____	Date: _____
James Mitchell Central US Sales Director		Daisy Huffman City Clerk and Administrator	



# PAYROLL CHANGE NOTICE

**TO: PAYROLL DEPARTMENT**

PLEASE ENTER THE FOLLOWING CHANGES(S) IN YOUR RECORDS TO TAKE

EFFECT 8/20/2024  
(DATE)

EMPLOYEE Matt Schaumberg

EMPLOYEE NUMBER 1100084

**THE CHANGE(S)**

CHECK ALL APPLICABLE BOXES		FROM	TO
DEPARTMENT	BASE PAY	\$ 32.73	\$ 34.84
JOB	LONGEVITY PAY		
SHIFT	CERTIFICATIONS RATE		
RATE	TOTAL PAY	\$ 32.73	\$ 34.84
	ANNUAL RATE		

**REASON FOR THE CHANGE(S)**

- |                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> HIRED<br><input type="checkbox"/> RE-HIRED<br><input type="checkbox"/> PROMOTION<br><input type="checkbox"/> DEMOTION<br><input type="checkbox"/> TRANSFER<br><input type="checkbox"/> LONGEVITY INCREASE<br><input type="checkbox"/> UNION SCALE<br><br><input type="checkbox"/> LEAVE OF ABSENCE FROM _____ UNTIL _____<br><small>(DATE)</small> | <input type="checkbox"/> PROBATIONARY PERIOD COMPLETED<br><input type="checkbox"/> LENGTH OF SERVICE INCREASE<br><input type="checkbox"/> RE-EVALUATION OF EXISTING JOB<br><input type="checkbox"/> RESIGNATION<br><input type="checkbox"/> RETIREMENT<br><input type="checkbox"/> LAYOFF<br><input type="checkbox"/> DISCHARGE |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

OTHER: (EXPLAIN)

Matt Schaumberg Step 3 of the wage matrix.

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CHANGE AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

CHANGE AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_