

COUNCIL MINUTES
REGULAR SESSION
JULY 19, 2021

Charles City city council met in regular session on July 19, 2021 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman and Phillip Knighten. Also present were city engineer John Fallis and city attorney Brad Sloter.

Citizen comments – none

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Joerger to approve the agenda. Ayes – 5

Motion by Joerger, second Starr to approve the minutes of the 7/6/21 meeting. Ayes – 5

Motion by Joerger, second Pittman to approve the consent calendar. Consent calendar consisted of the following: approve 6/21 financials for city of Charles City and CC Public Employees Health plan, approve the following bonds: Sidewalk-Dave Bahe, Steve Breitreutz; Excavation-Q3 Contracting, Inc., Hoeft Construction and payment of claims (including those approved by other boards):

Business of the Mayor – Mayor Andrews is recommending the appointments of Linda Lindaman and Jim Davis to the library board to replace Ann Prichard and Vonda Cummins. Motion by Pittman, second Joerger to approve these appointments. Ayes – 5

Emily Kiewel, director at the Arts Center, presented a request for use of city property and closure of N. Jackson and Kelly Street around Central Park for the annual Art A Fest event on August 21. She is asking that those blocks be closed from 8:00 a.m. to 5:00 p.m. She has sent letters to the affected business owners for the closures. Motion by Joerger, second Pittman to approve the request. Ayes – 5.

A request has been received for street closures for National Night Out on August 3 which is sponsored by the Charles City police department. They are asking for the blocks of Kelly, N. Jackson and Blunt around Central Park to be closed from 2:00 p.m. to 10:00 p.m. Motion by Freeseaman, second Pittman to approve this request. Ayes – 5

Housing director Katie Nolte was present to review the electrical upgrade project at North Cedar Terrace. This project is similar in scope to the electrical upgrade project done at South Cedar Terrace a few years ago. Provisions have been made for a security camera installation have been included as well as additional exterior site lighting for better security and safety. It will be set up to meter each building separately if that is needed in the future. Council member Freeseaman introduced Resolution 95-21 entitled, “RESOLUTION APPROVING PROPOSED PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS AND NOTICE OF HEARING TO BIDDERS FOR THE 2021 ELECTRIC SERVICE UPGRADE AND SECURITY CAMERAS AND LIGHTING INSTALLATION, NORTH CEDAR TERRACE COMPLEX, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Pittman, Knighten. Nays – none.

Pay estimate #21 for the WRRF project has been submitted by Portzen Construction for \$638,778.93. Fox Engineering has reviewed this request and is recommending payment. Council member Joerger introduced Resolution 96-21 entitled, “RESOLUTION APPROVING PAY ESTIMATE #21 FOR WATER RESOURCE RECOVERY FACILITY PROJECT” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Pittman, Knighten. Nays – none.

Transfers between funds for FY21 have been prepared and are ready for council approval. Also included in the resolution is a calculation for the surplus available in the water and sewer funds. Most of these transfers were approved through the budget process, but need to be included in this resolution. Council member Joerger introduced Resolution 97-21 entitled, “RESOLUTION AUTHORIZING TRANSFERS” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Pittman, Knighten. Nays – none

The owner of property located at 515 6th Avenue passed away in August of 2018. It has not been cared for since and no one is coming forward to open an estate and settle this property. The city has mowed the lawn and shoveled the sidewalks several times and those costs have been assessed to the property. Staff has not inspected the inside of this house so we don't know if it is able to be rehabbed or needs to be demolished. A tax certificate has been issued for the delinquent taxes but the county treasurer has cancelled the tax certificate and reimbursed the certificate buyer. Council member Joerger introduced Resolution 98-21 entitled, "RESOLUTION AUTHORIZING PROCEEDINGS PURSUANT TO IOWA CODE SECTION 657a.10B AGAINST REAL PROPERTY LOCATED AT 515 6TH AVENUE, CHARLES CITY, FLOYD COUNTY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes – Starr, Joerger, Freeseaman, Pittman, Knighten. Nays – none

City clerk O'Donnell reported that the next meeting will be a planning session on July 26.

Motion by Pittman, second Knighten to adjourn. Ayes – 5

Dean Andrews, Mayor

Attest:
Trudy O'Donnell, City Clerk

COUNCIL PROCEEDINGS
JULY 26, 2021

Charles City city council met in a planning session on July 26, 2021 at 6:00 p.m. via Zoom due to the COVID-19 pandemic. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger and Phoebe Pittman. Absent were DeLaine Freeseaman and Phillip Knighten. Also present were city administrator Steve Diers and city engineer John Fallis.

Mayor Andrews reported that one of downtown murals is completed and the other one should be done this week.

Discussion held on the hiring of transit drivers. One applicant is related to the couple who oversee the transit. All transit drivers are city employees and are ultimately supervised by the city administrator. We have had trouble finding drivers and with school starting, the service will be much busier. After consulting with our labor attorney, and with the shortage of drivers, he did not see an issue with this. Consensus of council was that they don't think this is an issue.

Several change orders have been issued for the ambulance bay remodel project at the fire station. After the plans were set, input was received from the drivers which resulted in some change orders as follows: masonry work changes - \$4454.26 increase, build temporary sleeping quarters in truck bay - \$3005.42 increase, painting of door frames - \$450.17, swap location of office/dorm room - plus or minus \$1,398.26, relocate ladder - increase \$3,933.33, move overhead door controls - increase \$594.55 and make temporary sleeping quarters permanent - increase \$5777.28 for a total increase in price of approximately \$19,613.27 depending on where the change order for swapping locations ends up. The fire department has had to move out their boat and jet ski to make room for this project and they will be located at the old Cal's building on North Main. This will increase response time for any water incident they may respond to. These change orders will be on the next council agenda for approval. Mayor Andrews thanked the fire department for their response to the recent fire that broke out at Shaw Avenue with the mulch pile.

The house demolition project which included 806 N. Grand and 312 15th Avenue has been completed and is ready for acceptance. These houses were torn down by Popp Excavating for a total of \$23,800.00 for both houses. This item will be on the next regular agenda for council approval. Council member Joerger commented that the landfill has a program that will reimburse the city \$400 for each nuisance structure that is demolished so we should submit the necessary paperwork for that. There had been discussion on possibly moving the house from Shaw Avenue that the city purchased to 806 N. Grand, so we may look into that possibility again.

The WRRF project has a change order that requires council approval. This is change order #6 and consists of the following items: remove poor soil and replace with better soil - add \$9953.02; generator and auto transfer switch cable revisions - deduct \$2100.00; add and relocate hydrants and add walk in gate in fencing - add \$2868.03; substitute gate valves instead of butterfly valves for headworks building water line - add \$226.41; add pipe insulation on shallow water lines - add \$783.04; changes to piping from final clarifier 3 - add \$4440.31 and replace 12" air line between blower building and digesters - add \$26759.34 for a total approximate increase of \$42,930. This item will be on the next regular agenda for council action.

City administrator Diers reported that Emily Kiewel contacted us and said she had forgotten to mention to the council, when she made her request for use of city property at the last meeting,

that there would be alcohol in the city park for Art A Fest. If she needs to come back to another meeting she will but we don't think that will be necessary. Just wanted to let the council know. The city was notified today that we will be getting the first half of our American Rescue Plan funds soon. Staff is suggesting changing the September 15 planning session to September 14 since quite a few of us will be gone to the League of Cities annual conference on the 15th. Diers also reported that the property at 213 N. Main, owned by Dave Davidson, is being sold. There is a deed restriction on the pocket park property placed by the city council that required gates to be installed on either end of the pocket park when that project was completed. The project was never done so the gates aren't installed. This deed restriction will need to be addressed by the council before the sale can be finalized. If the proposed new owner isn't doing alcohol as part of their project, this may be something the council can decide to eliminate from the deed. Council will discuss further at a future meeting. Some playground equipment was stolen from Lions Field last weekend. Police department is currently short 3 officers so we may want to discuss some changes in the hiring process for police officers, such as offering a sign on bonus if they come to us certified or possibly extend the residency requirement distance. Mayor Andrews reported that the grand opening of the Charley Western Trail bridge has been set for Sunday, August 1 at 4:00 on the west side of the bridge.

There being no further business, meeting was adjourned.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk