

COUNCIL MINUTES
REGULAR SESSION
JANUARY 7, 2019

Charles City city council met in regular session on January 7, 2019 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Michael Hammond and Dan Mallaro. Also present were city administrator Steve Diers, city engineer John Fallis and city attorney Brad Slotter.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Mallaro to approve the agenda. Ayes - 5

Motion by Hammond, second Joerger to approve the minutes of the 12/17/18 meeting. Ayes - 5

Motion by Freeseaman, second Mallaro to approve the consent calendar. Ayes - 5 Consent calendar consisted of the following: renewal of Columbus Club Class LA liquor license w/ Sunday Sales, approve change of ownership for Liquor, Beer and Tobacco Outlet, approve filing the following lien for unpaid utility bill for Acct 5010210003 for \$162.61, approve change of ownership for Dollar General Class C beer permit w/ Sunday Sales, approve renewal of Class C beer permit w/ Sunday Sales for Dollar General and payment of claims (including those approved by other boards):

62889	RE-ISSUE LOST PAYROLL CHECK	\$163.70
62890	ALYSSA CLINE, security deposit refund	\$200.00
62891	BERNIECE WALKER, security deposit refund	\$205.01
62892	BLUHM CEDAR VALLEY ELECTRIC, serv.	\$514.00
62893	BUSINESS CARD, supp.	\$1,373.72
62894	C NABER & ASSOCIATES, serv.	\$395.00
62895	CATHERINE MARIE OTT, serv.	\$240.00
62896	CENTURYLINK, serv.	\$263.61
62897	CC HOUSING AUTHORITY, sec. deposit withheld	\$100.00
62898	CINTAS CORPORATION, serv.	\$82.83
62899	CITY OF CHARLES CITY, serv.	\$2,940.96
62900	COLLINS & ASSOCIATES, serv.	\$7,100.00
62901	GARY FRENCH, security deposit refund	\$216.01
62902	GARY KRAUS, serv.	\$100.00
62903	VOIDED	**VOIDED**
62904	HOUDEK FLOOR COVERING, serv.	\$369.74
62905	HYDRO KLEAN, serv.	\$16,517.00
62906	JOHN DEERE FINANCIAL, supp.	\$336.60
62907	LEAF, serv.	\$245.88
62908	MIDAMERICAN ENERGY, serv.	\$3,498.36
62909	PETTY CASH-HOUSING, supp.	\$53.85
62910	PITNEY BOWES-LEASE ACCT, serv.	\$54.09
62911	STAPLES CREDIT PLAN, supp.	\$342.11
62912	HOCKENSON PLUMBING, serv.	\$123.84
62913	IDOT-CASHIER'S OFFICE, supp.	\$404.29

62914	JENDRO SANITATION SERVICES, serv.	\$808.00	
62915	JOHN DEERE FINANCIAL, supp.	\$133.06	
62916	KOCH BROTHERS INC, serv.	\$6.30	
62917	KWIK TRIP INC, supp.	\$45.02	
62918	L&J INDUSTRIES INC, supp.	\$58.95	
62919	LINDERMAN HEATING & AIR, serv.	\$899.64	
62920	LOIS FREIBERG, security deposit refund	\$227.02	
62921	MEDIACOM, serv.	\$136.90	
62922	MEHMEN PAINTING, serv.	\$360.00	
62923	MICHAELS BAND BOX, serv.	\$806.53	
62924	MIDAMERICAN ENERGY, serv.	\$5,675.95	
62925	MRI SOFTWARE, serv.	\$200.00	
62926	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$80.00	
62927	OLSGARD AUTO SALES, supp.	\$111.69	
62928	PATRICIA MEHMEN, security deposit refund	\$200.00	
62929	PLUNKETT'S PEST CONTROL, serv.	\$560.00	
62930	RONALD HILLEGAS/R&S MOWING, serv.	\$333.75	
62931	T-J SERVICE INC, supp.	\$619.96	
62932	THE PI COMPANY, serv.	\$359.00	
62933	TITUS LOCK SERVICES, serv.	\$53.00	
62934	TRENT PARKER, serv.	\$481.25	
62935	UNITED STATES CELLULAR, serv.	\$139.83	
62936	VEENSTRA & KIMM INC, serv.	\$1,275.00	
62937	YARDI RESIDENT SCREENING, serv.	\$42.00	
62938-62959	PAYROLL ENDING 12/22/18	\$87,603.43	
ACH	AFLAC, payroll liabilities	\$985.65	
62960	CITY OF CHARLES CITY, payroll liabilities	\$1,100.74	
62961-62962	CC PUBLIC EMP HEALTH PLAN, payroll liabilities	\$8,973.75	
ACH	COLLECTION SERV CENTER, payroll liabilities	\$212.76	
ACH	EFTPS, payroll liabilities	\$24,149.43	
62963	EMC NAT'L LIFE INSURANCE, payroll liabilities	\$6.00	
ACH	FAMILY COMM CREDIT UNION, payroll liabilities	\$1,508.00	
ACH	ICMA, payroll liabilities	\$1,506.92	
ACH	IPERS, payroll liabilities	\$29,265.14	
62964-62965	LINCOLN NAT'L LIFE INSURANCE, payroll liabilities	\$239.50	
62966-62967	DELTA DENTAL, payroll liabilities	\$498.06	
ACH	MUNICIPAL FIRE & POLICE RETIREMENT, PR liabilities		\$25,901.39
ACH	TREASURER, STATE OF IOWA, payroll liabilities	\$11,095.00	
ACH	VSP, payroll liabilities	\$331.88	
62968-62969	SCHUETH ACE HARDWARE, supp.	\$1,078.24	
62970	SHERWIN-WILLIAMS CO, supp.	\$372.30	
62971	SKOTT & ANDERSON ARCHITECTS, serv.	\$1,500.00	
62972	SKYLINE TREE SERVICE, serv.	\$3,250.00	

62973	STAPLES ADVANTAGE, supp.	\$133.13
62974	SUPERIOR LUMBER INC, supp.	\$354.95
62975	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$404,323.20
62976	POSTMASTER, serv.	\$225.00
62977-62989	JANUARY HAP CHECKS	\$14,376.24
ACH	JANUARY HAP CHECKS	\$36,408.53
62990	VERIZON WIRELESS, serv.	\$120.03
62991	KWIK TRIP INC, supp.	\$1,676.67
62992	JANUARY FGP STIPEND CHECK	\$190.80
ACH	JANUARY FGP STIPEND CHECKS	\$12,992.33
ACH	AUXIANT, serv.	\$990.00
ACH	AUXIANT, serv.	\$462.87
ACH	BANCORPSV, serv.	\$130.00
ACH	BANCORPSV, serv.	\$700.47
ACH	BANCORPSV, serv.	\$291.82
ACH	IMAGETEK, serv.	\$340.00
ACH	IOWA WORKFORCE DEVELOPMENT, serv.	\$324.69
ACH	TREASURER, STATE OF IOWA, sales tax	\$15,172.02
62993	AGSOURCE COOPERATIVE SERVICES, serv.	\$145.50
62994	AMI GLOBAL LLC, serv.	\$150.00
62995	ARNOLD MOTOR SUPPLY LLP, supp.	\$1,403.47
62996	AVE SAINTS ANIMAL HOSPITAL, serv.	\$60.00
62997	BROWN SUPPLY CO, supp.	\$2,053.04
62998	BRUENING ROCK PRODUCTS INC, supp.	\$2,572.31
62999	CALHOUN-BURNS & ASSOCIATES, serv.	\$8,057.78
63000	CATHERINE MARIE OTT, serv.	\$240.00
63001	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
63002	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
63003	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
63004	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
63005	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
63006	CC PUBLIC EMP HEALTH PLAN, serv.	\$75,288.75
63007	CENTRAL IOWA TELEVISION, serv.	\$21,824.00
63008	CENTURYLINK, serv.	\$1,522.94
63009	CHARLES CITY ELECTRONICS, supp.	\$359.96
63010	CHARLES CITY PRESS INC, serv.	\$1,288.35
63011	CINTAS CORPORATION, serv.	\$122.45
63012	CIRCLE K COMMUNICATIONS INC, serv.	\$4,041.67
63013	CONTROL-TECH INC, supp.	\$333.36
63014	DATA TECHNOLOGIES INC, supp.	\$392.63
63015	DAVIS EQUIPMENT CORPORATION, supp.	\$197.01
63016	DES MOINES STAMP MFG CO, supp.	\$41.00
63017	DIVERSIFIED FASTENING INC, supp.	\$112.59

63018	DO IT ALL SERVICES LLC, permit fee refund	\$107.50
63019	DON'S REPAIR, supp.	\$31.75
63020	DORSEY & WHITNEY LLP, serv.	\$11,215.00
63021	DOUBLE Z CONSTRUCTION, supp.	\$1,088.00
63022	ENVIRONMENTAL SYS RESEARCH INC, serv.	\$400.00
63023	FIRE SERVICE TRAINING BUREAU, supp.	\$194.00
63024	FLOYD COUNTY EXTENSION, serv.	\$45.00
63025	GIS WORKSHOP LLC dba GWORKS, serv.	\$420.00
63026	GRAINGER, supp.	\$920.49
63027	HACH COMPANY, serv.	\$752.00
63028	HAWKINS INC, supp.	\$1,052.61
63029	HOBERT ELECTRIC, serv.	\$207.00
63030	INT'L ASSOC ELECTRICAL INSPECTORS, serv.	\$120.00
63031	IDOT-CASHIER'S OFFICE	**VOIDED**
63032	IDOT-CASHIER'S OFFICE, supp.	\$2,125.67
63033	IDOT-CASHIER'S OFFICE, supp.	\$339.41
63034	IDOT-CASHIER'S OFFICE, supp.	\$2,616.89
63035	INLAND TRUCK PARTS & SERVICE, supp.	\$77.25
63036	IOWA PUMP WORKS INC, serv.	\$784.80
63037	JOHN DEERE FINANCIAL, supp.	\$905.78
63038	JOHN FALLIS, license reimbursement	\$100.00
63039	JOHN A HOWE, serv.	\$850.00
63040	KEYSTONE LABORATORIES, serv.	\$31.00
63041	LAW ENFORCEMENT SYSTEMS INC, supp.	\$391.00
63042	LESSIN SUPPLY COMPANY, supp.	\$1,277.39
63043	MARCO TECHNOLOGIES LLC, serv.	\$47.03
63044	MARCO TECHNOLOGIES LLC, serv.	\$575.01
63045	MARCO TECHNOLOGIES LLC, serv.	\$204.05
63046	MICK GAGE PLUMBING & HEATING, serv.	\$1,723.51
63047	MICK GAGE PLUMBING & HEATING, serv.	\$758.72
63048	MIDAMERICAN ENERGY, serv.	\$30,576.94
63049	MIKE'S C&O TIRE INC, serv.	\$18.43
63050	MILLS-INC, serv.	\$683.96
63051	MISSISSIPPI LIME COMPANY, supp.	\$6,051.28
63052	MID-STATES ORG CRIME INFO CENTER, serv.	\$150.00
63053	MTI DISTRIBUTING INC, supp.	\$399.72
63054	NCL OF WISCONSIN, supp.	\$173.95
63055	NEB-IA INDUSTRIAL FASTENERS, supp.	\$180.80
63056	NEB-IA INDUSTRIAL FASTENERS, supp.	\$76.68
63057	NEWBAUER INC, serv.	\$98.49
63058	NATIONAL FIRE PROTECTION ASSOC, serv.	\$1,345.50
63059	NATIONAL FIRE PROTECTION ASSOC, serv.	\$175.00
63060	NIACOG, serv.	\$719.40

63061	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$750.00
63062	PAWS HUMANE SOCIETY, serv.	\$1,550.00
63063	PERRY NOVAK ELECTRIC INC, serv.	\$470.00
63064	PITNEY BOWES SUPPLIES, supp.	\$254.97
63065	POLICE LEGAL SCIENCES INC, serv.	\$1,560.00
63066	RILEY'S INC, supp.	\$201.20
63067	SARAH MERRIFIELD, mileage reimbursement	\$166.77
63068	SCHUETH ACE HARDWARE, supp.	\$252.83
63069	SHORT ELLIOTT HENDRICKSON INC, serv.	\$13,643.93
63070	SUPERIOR LUMBER INC, supp.	\$68.00
63071	T&W GRINDING & COMPOST SERVICE, serv.	\$6,240.00
63072	TERMINAL SUPPLY CO, supp.	\$231.07
63073	TRAF-O-TERIA SYSTEMS, supp.	\$238.74
63074	UTILITY EQUIPMENT COMPANY, serv.	\$451.43
63075	VISU-SEWER INC, serv.	\$37,520.00
63076	WAHLTEK INC, supp.	\$70.00
63077	WERTJES UNIFORMS, supp.	\$459.50
63078	ZIEGLER INC, supp.	\$20.66
	TOTAL	\$992,611.31

Business of the Mayor - Mayor Andrews is recommending reappointing Christopher Anthony and Jennifer Lessin to the Historic Preservation Board. Motion by Joerger, second Freeseaman to approve these appointments. Ayes - 5

Mayor Andrews opened the public hearing on Ordinance 1124 to re-zone properties at 101 and 111 South Jackson Street. Affidavit of publication dated 12/28/18 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Hammond, second Freeseaman to close the hearing. Ayes - 5 They are currently zoned R-3 but need to be zoned B-3 to accommodate the county's law enforcement center project. There are abutting B-3 properties. Planning and zoning held a hearing on this and are recommending council approval. Motion by Freeseaman, second Mallaro to approve the first reading of Ordinance 1124. Ayes - 5 Council member Freeseaman read the ordinance.

Mayor Andrews opened the public hearing on Ordinance 1125 for vacation of a section of South Jackson street. Affidavit of publication dated 12/28/18 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Starr to close the hearing. Ayes - 5. Motion by Starr, second Hammond to approve the first reading of Ordinance 1125. This ordinance would vacate a section of South Jackson street to accommodate the county's law enforcement center project. Planning and zoning has reviewed this and is recommending approval by the council. Ayes - 5

Tim McCartan from T.P. Anderson was present to review the FY18 audit performed by his firm. An unmodified opinion was received on the city's financials which shows the city's finances are in order. A single audit is required since the city receives over \$750,000 in Federal funds. This involves both the public housing and foster grandparent programs. There were no findings of non-compliance with the housing financials but foster grandparents did have an issue with having indirect costs in a higher proportion than what is allowed on the grant of approximately \$27,000. The city is waiting for a response back from the Federal program on an appeal filed by the city on this but with the Federal shutdown in progress, we haven't heard back yet. Council member Joerger commented on the city's debt limit, noting

that our constitutional limit is about 19 million and we are well below that at approximately 4 million.
Motion by Starr, second Freeseaman to accept the FY18 audit report. Ayes - 5

Ordinance 1123 AN ORDINANCE AMENDING THE ZONING CLASSIFICATION OF PARCELS LOCATED IN CHARLES CITY ADDITION AND THE SUBDIVISION OF LOT ONE OF THE IRREGULAR SURVEY OF THE SOUTHWEST FRACTIONAL QUARTER OF THE SOUTHWEST FRACTIONAL QUARTER OF SECTION 6, TOWNSHIP 95 NORTH, RANGE 15 WEST OF THE 5TH P.M., FROM R-2 GENERAL RESIDENC EDISTRICT TO R-3 MULTI FAMILY RESIDENCE DISTRICT was presented for a third reading. The school would like to sell the old middle school to a developer to make into apartments. This would require the zoning be changed to R-3. This parcel abuts a current R-3 district so this would not be spot zoning. Planning and zoning held a public hearing on this ordinance and they are recommending approval by the council. First reading of this ordinance was approved at the December 3 meeting and second reading was approved at the December 17 meeting. Motion by Freeseaman, second Starr to approve the third reading. Ayes - 5. Council member Freeseaman read the ordinance. Motion by Hammond, second Freeseaman to adopt and publish Ordinance 1123. Ayes - 5

The wayfinding signage project is ready to be re-let. This project had been put out for bids last year and only one bid was received. It was quite high so it was decided to wait until a better time to bid this again. Some changes were made to the poles used outside of the downtown area, these will be plain whereas the downtown signs will have a decorative base. There will also be some alternate bids for entrance signs, kiosks and parking lot identification signs. A public hearing on this project will be held February 4. Funding for the project will come from RUT and the General fund. Council member Starr introduced Resolution 01-19 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF CONSTRUCTION COST FOR 2019 WYAFINDING SIGN PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none

Motion by Starr, second Freeseaman to enter into closed session pursuant to Iowa Code Chapter 21.5 (j) to discuss acquisition of property. Ayes - Starr, Joerger, Freeseaman, Hammond, Mallaro. Nays - none
Entered closed session 6:25 p.m.

Returned to open session at 6:39 p.m. No votes were taken in closed session.

Motion by Starr, second Joerger to continue negotiations for parcel A. Ayes - 5

Motion by Freeseaman, second Joerger to continue negotiations for parcel B. Ayes - 5

City clerk O'Donnell reminded council that there will be budget meetings this week on January 9 and 10. The packets for those meetings have been given to them tonight. The packets for the January 14 budget meeting will be delivered to their residences on Friday.

City administrator Diers commented that a budget prep report had been distributed to the council. An ambulance commission meeting will be held this Friday to resume work on an ambulance contract. We have a better chance to receive funding for a person to help with our water projects, such as the RCPP grant, so we will probably be applying again for a grant.

Motion by Starr, second Mallaro to adjourn.

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk