

COUNCIL MINUTES
REGULAR SESSION
FEBRUARY 1, 2021

Charles City city council met in regular session on February 1, 2021 at 6:01 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 (arrived at 6:05), Phoebe Pittman and Phillip Knighten. Also present were city administrator Steve Diers, city engineer John Fallis and city engineer Brad Slotter.

Citizen comments - none

Mayor Andrews welcomed everyone to the meeting.

Motion by Starr, second Joerger to approve the agenda. Ayes - 4

Motion by Joerger, second Starr to approve the minutes of the January 13, 19,21, 25 and 26 meetings. Ayes - 4

Motion by Joerger, second Pittman to approve the consent calendar. Ayes - 4 Consent calendar consisted of the following items: approve expanded outdoor service request from St. Charles Brewery, approve the following bonds: electrical-Mills Inc; contractor-Quade Construction; sidewalk-L&C Builders, Nolt's Custom Concrete, LLC; Plumbing-Pedersen Plbg and payment of claims (including those approved by other boards):

71475	JOHN DEERE FINANCIAL, supp.	\$149.07
71476	JOHN DEERE FINANCIAL	**VOIDED**
71477	UNITED STATES CELLULAR, serv.	\$851.69
71478	BLUHM CEDAR VALLEY ELECTRIC, serv.	\$1,136.50
71479	CATHERINE MARIE OTT, serv.	\$560.00
71480	CENTURYLINK, serv.	\$165.08
71481	CHARLES CITY PRESS INC, serv.	\$72.00
71482	CINTAS CORPORATION, serv.	\$84.33
71483	CITY OF CHARLES CITY, serv.	\$3,031.20
71484	FLOYD CO PUBLIC HEALTH, serv.	\$60.00
71485	GORDON ELECTRIC SUPPLY, supp.	\$12.02
71486	HD SUPPLY FACILITIES MAINTENANCE, supp.	\$300.89
71487	HOCKENSON PLUMBING, serv.	\$1,444.73
71488	HODES CO, supp.	\$147.27
71489	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$500.00
71490	IOWA DEPT INSPECTIONS/APPEALS, serv.	\$221.81
71491	JENDRO SANITATION SERVICES, serv.	\$790.00
71492	KOCH OFFICE GROUP, serv.	\$49.26
71493	LEAF, serv.	\$252.04
71494	MEDIACOM, serv.	\$276.90
71495	MIDAMERICAN ENERGY, serv.	\$7,741.62
71496	MRI SOFTWARE, serv.	\$140.50
71497	NAN MCKAY & ASSOCIATES, serv.	\$239.00
71498	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$14.00
71499	NORTH IOWA LAWN & SPORTS, supp.	\$55.64
71500	PETTY CASH-HOUSING, supp.	\$64.35

71501	PHADA, serv.	\$710.00
71502	ROCHFORD CONSTRUCTION, serv.	\$3,611.50
71503	SKOTT ANDERSON ARCHITECTS, serv.	\$4,475.00
71504	SCHUETH ACE HARDWARE, supp.	\$395.44
71505	SECRETARY OF STATE, serv.	\$60.00
71506	STAPLES ADVANTAGE, supp.	\$45.68
71507	SUPERIOR LUMBER, supp.	\$2,047.43
71508	SUSAN MARVIN, deposit refund	\$200.00
71509	TIARA GREEN, deposit refund	\$51.00
71510	TRENT PARKER, serv.	\$1,093.13
71511	UNITED STATES CELLULAR, serv.	\$151.11
71512	IMAGETEK OPERATIONS, serv.	\$630.00
71513	MIDAMERICAN ENERGY, serv.	\$81.74
71514	POWERPLAN, supp.	\$213.71
71515	STAPLES CREDIT PLAN, supp.	\$324.00
71516	MARCO TECHNOLOGIES, serv.	\$418.31
71517-71527	FEBRUARY HAP CHECKS	**VOIDED**
71528-71538	FEBRUARY HAP CHECKS	\$10,370.95
ACH	FEBRUARY HAP CHECKS	\$60,866.65
ACH	AUXIANT, serv.	\$34.00
ACH	BANCORPSV, serv.	\$190.86
ACH	BANCORPSV, serv.	\$156.03
ACH	FLOYD SWCD, serv.	\$4,727.79
ACH	TREASURER, STATE OF IOWA, sales tax	\$11,305.75
ACH	US POSTAL SERVICE, supp.	\$1,000.00
71539	AGVANTAGE FS, supp.	\$1,003.39
71540	AHLERS & COONEY PC, serv.	\$114.00
71541	AMAZON CAPITAL SERVICES, supp.	\$49.98
71542	ARNOLD MOTOR SUPPLY LLP	**VOIDED**
71543	ARNOLD MOTOR SUPPLY LLP, supp.	\$794.86
71544	CALHOUN-BURNS & ASSOCIATES, serv.	\$10,222.35
71545	CARQUEST AUTO PARTS, supp.	\$624.05
71546	CASEY MALLORY, lost check reissued	\$500.00
71547	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71548	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71549	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71550	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71551	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
71552	CC PUBLIC EMP HEALTH PLAN, serv.	\$61,975.10
71553	CENTRAL IOWA DISTRIBUTING, supp.	\$148.00
71554	CENTURYLINK, serv.	\$1,782.74
71555	CINTAS CORPORATION, serv.	\$101.39
71556	CIRCLE K COMMUNICATIONS, serv.	\$5,289.83
71557	CITY OF CHARLES CITY, serv.	\$284.74

71558	COMMUNITY REVITALIZATION, serv.	\$564.08
71559	COMMUNITY REVITALIZATION, serv.	\$23,000.00
71560	COMPRESSED AIR & EQUIPMENT, supp.	\$1,608.74
71561	DIGITAL-ALLY INC, supp.	\$4,055.00
71562	DIRK UETZ, safety glasses reimbursement	\$144.30
71563	DO IT ALL SERVICES LLC, serv.	\$1,115.00
71564	DOUBLE Z CONSTRUCTION, serv.	\$65.00
71565	EQUIPMENT BLADES INC, supp.	\$3,573.40
71566	ETHANOL PRODUCTS LLC, supp.	\$1,014.31
71567	FOX ENGINEERING INC, serv.	\$23,114.20
71568	GORDON FLESCH COMPANY INC, serv.	\$283.20
71569	HY-VEE INC ,supp.	\$66.63
71570	IDOT-CASHIER'S OFFICE, supp.	\$681.39
71571	IDOT-CASHIER'S OFFICE, supp.	\$94.91
71572	IOWA ONE CALL, serv.	\$54.60
71573	IOWA STATE POLICE ASSOCIATION, serv.	\$520.00
71574	JOHN A HOWE, serv.	\$425.00
71575	L&J INDUSTRIES INC, supp.	\$111.85
71576	L&T PAINTING INC, serv.	\$31,950.00
71577	LARSON PRINTING CO, supp.	\$890.25
71578	MARCO TECHNOLOGIES LLC, serv.	\$58.97
71579	MERRITT COMPUTER SERVICE, serv.	\$521.80
71580	MICK GAGE PLUMBING & HEATING, serv.	\$1,503.37
71581	MICK GAGE PLUMBING & HEATING, serv.	\$80.00
71582	MIDAMERICAN ENERGY, serv.	\$32,427.21
71583	MIDAMERICAN ENERGY, serv.	\$2,980.39
71584	MIKE BRASS, serv.	\$200.00
71585	MIKE'S C&O TIRE INC, serv.	\$734.83
71586	MTI DISTRIBUTING INC, supp.	\$919.86
71587	MUNICIPAL SUPPLY INC, supp.	\$689.50
71588	PAWS HUMANE SOCIETY, serv.	\$1,550.00
71589	POPP EXCAVATING INC, serv.	\$3,670.00
71590	SURVEYING AND MAPPING LLC, serv.	\$140.00
71591	SHORT ELLIOTT HENDRICKSON, serv.	\$4,068.59
71592	SNAP-ON TOOLS/DUANE KAY, supp.	\$50.91
71593	SUPERIOR WELDING SUPPLY CO, serv.	\$237.05
71594	TEK INC, serv.	\$6,250.00
71595	TERRACON CONSULTANTS INC, serv.	\$3,524.25
71596	TRIUMPH SURPLUS LLC, serv.	\$9.77
71597	UNIQUE COUNTRY STORE, supp.	\$740.00
71598	VERIZON WIRELESS, serv.	\$120.03
71599	WESTRUM LEAK DETECTION, serv.	\$692.50
71600	ZARNOTH BRUSH WORKS INC, supp.	\$492.10

TOTAL

\$359,403.40

Council member Freeseaman arrived at 6:05.

A proclamation for Black History Month has been submitted for approval. Activities planned for the month include featuring children in the community and also leaders past and present. A scavenger hunt is also planned. Motion by Joerger, second Starr to approve this proclamation. Ayes - 5 Mayor Andrews read the proclamation.

A proclamation for Catholic Schools week has also been submitted. This will be celebrated January 31 through February 6. Motion by Joerger, second Knighten to approve. Ayes - 5 Mayor Andrews read the proclamation.

A recent change in the ordinance for the planning and zoning commission was made that allows one member of this board to include a resident living within two miles of the city limits. Emily Garden will fill this position since she recently moved just outside the city limits. Motion by Joerger, second Pittman to approve this appointment. Ayes - 5

Dennis Hull, the owner of an empty lot at 602 6th Avenue, was present to contest the sidewalk snow removal bill he had received. City attorney Slotter summarized the city's ordinance concerning snow removal and stated that no notice is required for the city to remove any snow and send that bill to the homeowner. The code simply states that snow must be removed from sidewalks within 24 hours after the snowfall ceases. Mr. Hull commented that he had no idea what the code is on this and that most people probably don't either. He was gone to Iowa City for a few days and this snowfall happened during that time. He stated that his sidewalk wasn't marked with paint like everyone else's, so he doesn't feel like he got the notice that everyone else did. Police chief Anderson stated that he did see the paint on Mr. Hull's sidewalk as well as the sidewalks on other empty lots in town. Council member Joerger commented that there should be consistency on notification for everyone. Chief Anderson stated that in the past, these were all handled on a complaint driven basis but this year we are trying to cover the whole town, we don't just pick certain areas. There is a little lag between hanging the tag and painting the sidewalk to getting a contractor to remove the snow. Council member Knighten asked if there is a set fee for everyone. Response was we assess whatever the bill is from the snow removal contractor and add a \$5 administrative fee. Most are \$35 for the removal bill. Chief Anderson also commented that the city really doesn't want to be in the snow removal business so we are trying to get everyone to be in compliance with the ordinance. Mr. Hull asked if we can somehow notify the public about this ordinance. Reply was that it had been put on the city Facebook pages. Council member Joerger would like the city to try and get the word out to the public about this requirement. Motion by Knighten, second Joerger to reduce the bill to \$20. Ayes - Starr, Joerger, Pittman, Knighten. Nays - Freeseaman. Chief Anderson stated that we will do our best to notify, but we probably won't be able to get to everyone. Mayor Andrews stated that he has received compliments from people that we are trying to keep all of the sidewalks free from ice and snow.

The maximum levy for fiscal year 2022 has been calculated and a public hearing needs to be scheduled. The maximum levy consists of the following levies: \$8.10 levy, emergency levy, police/fire retirement levy, FICA/IPERS levy and other employee benefits levy. Notice is required to be published not less than 10 nor more than 20 days prior to the hearing. We have set this public hearing for February 16. Since the percentage increase is less than 2%, we will not require a super majority to adopt the final budget in March. Council member Freeseaman introduced Resolution 12-21 entitled, "RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2021-2022 BUDGET" 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 federally mandated 80 hours of COVID related leave for employees ended December 31. Cities can extend this policy if they so choose and staff is recommending that we extend this leave through March 31, 2021. This will not give an additional 80 hours of leave, it will just allow employees to use whatever is

left on the original 80 hours. We have had a few employees who have used this leave throughout the pandemic and a couple have since January 1. Motion by Joerger, second Starr to approve this extension. Ayes - 5

We have discussed the street name suffix for Yorkshire at some recent council meetings. This street was platted as Boulevard but sometime in the mid eighties, this name got changed to Yorkshire Drive. This was not initiated by the city. Some residents there use Drive and some use Boulevard. Some concern was recently raised this past year when the census was being conducted. A resident had submitted his census information online using Drive as his address. He had a census worker visit in person to get his information and when he told them had filed it online, they discovered that the census had Boulevard on their records. Staff is recommending that the council affirm the name of the street. Council member Joerger introduced Resolution 13-21 entitled, "RESOLUTION CONCERNING OFFICIAL STREET NAME FOR YORKSHIRE BOULEVARD" 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. Council member Knighten asked if there would be any issues if people waited to change their driver's license addresses until they expired and Chief Anderson replied no.

An agreement for reserved parking in the parking lot located in the 700 block of Blunt Parkway has been discussed at several meetings. Charles Chandler, representing Hoover Properties, has been the principal involved in this discussion. He would like to lease a downtown property to a federal governmental agency, so this lease would be with his business and he would then assign the lease to the federal government. This parking would only be used for federal vehicles. It is for seven stalls located in an area of that lot that is not heavily used. City attorney Slotter has drafted an agreement that outlines such items as the leased area, dates, use, rent, maintenance and has a hold harmless clause. This is a three year lease and will be renewed yearly unless notice is given by either party. There is also a condition that a lease is entered into between Hoover Properties and a federal agency for this lease to be exercised. Start date will be October 1. Some concern from council members Joerger and Freeseaman about setting a precedent but these aren't highly used parking spots. The business is already located in town, they are just moving to this location, so we aren't really gaining a business with this arrangement. Council member Knighten asked who would remove any unauthorized cars parking there and Mr. Chandler replied that a warning flyer would be put on the vehicle the first time. If it is caught parking there a second time, the federal agency would have it towed. Police chief Anderson stated that the city code would have to be changed to allow overnight parking of cars in the city lot. He is also hesitant to allow another entity to authorize towing of cars from city property. City attorney Slotter commented that we would not enforce the parking regulations on these stalls. Council member Joerger introduced Resolution 14-21 entitled, "RESOLUTION APPROVING LEASE AGREEMENT" 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

A final budget meeting was set for February 3 at 5:30.

City administrator Diers reported that we have worked through the General fund and have a deficit for now due to the Parkside development payments. But these payments will be reimbursed through the TIF when we certify this debt. The latest tax levy for FY22 is set at \$16.20 but could change as we look at our one day borrowing items. The discussion at tomorrow's budget meeting will focus mainly on the outside agency requests and some of the one day items that could be pushed back.

Motion by Freeseaman, second Pittman to adjourn. Ayes - 5

Attest:

Trudy O'Donnell, City Clerk