

COUNCIL MINUTES
FEBRUARY 5, 2018
REGULAR SESSION

Charles City city council met in regular session on February 5, 2018 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.

Citizens comments-none

Mayor Andrews welcomed everyone to the meeting.

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

Motion by Joerger, second by Freeseaman to approve the minutes of the January 10, 11, 15, 18 and 22 meetings. Ayes-5

Motion by Joerger, second by Hammond to approve the consent calendar. Ayes -5 Consent calendar consisted of the following items: approve addition of carry out wine to Prime Mart liquor license, approve renewal of Class LA liquor license for Columbus Club, approve the following bonds: Contractor-Watertight Const, Daybuilt Const LLC, Quade Const, Sidewalk-Gerald Tank masonry, David Sweet, Excavation-Telcom Const, Travis Hobert, Mick Gage Plumbing and Heating, Kisch Excavating, LLC, and payment of claims (including those approved by other boards).

58764	BAKER & TAYLOR BOOKS	**VOIDED**
58765	BAKER & TAYLOR BOOKS, supp.	\$1,132.36
58766	BAKER & TAYLOR ENTERTAINMENT, supp.	\$138.38
58767	BRODART COMPANY, supp.	\$724.44
58768	CAROL CASE, serv.	\$818.00
58769	CC PUBLIC EMPLOYEE HEALTH PLAN, serv.	\$2,927.07
58770	COREY HAWKE, serv.	\$329.00
58771	CUSTOM ALARM, serv.	\$364.20
58772	GALE, supp.	\$30.39
58773	HOCKENSON PLUMBING, serv.	\$420.00
58774	INGRAM LIBRARY SERVICES, supp.	\$63.97
58775	IOWA LIBRARY ASSOCIATION, serv.	\$95.00
58776	IOWA POETRY ASSOCIATION, supp.	\$9.00
58777	KAREN BERRYMAN, supp.	\$9.95
58778	LAURA HUGHES, serv.	\$20.00
58779	LEAF, serv.	\$72.30
58780	MEDICOM, serv.	\$319.28
58781	MICK GAGE PLUMBING & HEATING, serv.	\$12.20
58782	MIDAMERICAN ENERGY, serv.	\$2,254.87
58783	NEWBAUER INC, serv.	\$59.00

58784	RECORDED BOOKS LLC, supp.	\$1,011.10
58785	SCHUETH AE HARDWARE, supp.	\$74.95
58786	STAPLES ADVANTAGE, supp.	\$249.92
58787	VISA, supp.	\$151.56
58788	ANDREW WEGNER, serv.	\$194.40
58789	BUSINESS CARD, supp.	\$328.11
58790	C NABER & ASSOCIATES, serv.	\$395.00
58791	CENTURLINK COMMUNICATIONS, serv.	\$206.81
58792	CHARLES CITY ELECTRONICS, supp.	\$461.98
58793	CINTAS CORPORATION, serv.	\$80.64
58794	CITY OF CHARLES CITY, serv.	\$3,331.77
58795	COLLINS & ASSOCIATES, serv.	\$7,100.00
58796	HOCKENSON PLUMBING, serv.	\$126.97
58797	HY-VEE INC, supp.	\$33.96
58798	IDOT-CASHIER'S OFFICE, supp.	\$136.64
58799	JENDRO SANITATION SERVICES, serv.	\$622.00
58800	JOHN DEERE FINANCIAL, supp.	\$97.67
58801	JUDY ARLET, security deposit refund/interest	\$214.37
58802	KWIK TRIP INC, supp.	\$84.92
58803	LINDERMAN HEATING & AIR, serv.	\$100.00
58804	MEHMEN PAINTING, serv.	\$135.00
58805	MIDAMERICAN ENERGY, serv.	\$7,680.54
58806	NAN MCKAY & ASSOCIATES, serv.	\$199.00
58807	PITNEY BOWES-LEASE ACCT, serv.	\$54.09
58808	PLUNKETT'S PEST CONTROL, serv.	\$98.00
58809	RYAN RUTHERFORD, security/pet deposit refund	\$250.00
58810	SCHUETH ACE HARDWARE	**VOIDED**
58811	SCHUETH ACE HARDWARE, supp.	\$447.27
58812	SECRETARY OF STATE, serv.	\$30.00
58813	STAPLES ADVANTAGE, supp.	\$113.97
58814	SUPERIOR LUMBER INC, supp.	\$230.53
58815	TITUS LOCK SERVICES, serv.	\$96.00
58816	TRENT PARKER, serv.	\$141.90
58817	UNITED STATES CELLULAR, serv.	\$92.74
58818	WELLS FARGO VENDOR FIN SE, serv.	\$252.02
58819	YARDI RESIDENT SCREENING, serv.	\$21.00
58820	MARCO TECHNOLOGIES, serv.	\$96.52
58821-58839	PAYROLL ENDING 01/20/18	\$81,722.48
58840-58846	PAYROLL LIABILITIES	\$99,876.90
58847	HY-VEE INC, supp.	\$1,599.17
58848	NATIONAL FIRE PROTECTION ASSOCIATION, serv.	\$1,345.50
58849	RISE BROADBAND, serv.	\$21.00
58850	STAPLES CREDIT PLAN, supp.	\$64.24

58851-58865	FEBRUARY HAP CHECKS	\$18,058.61
ACH	FEBRUARY HAP CHECKS	\$45,370.31
58866	RE-ISSUED LOST CHECK	\$32.10
58867	FEBRUARY FGP STIPEND CHECK	\$296.80
ACH	FEBRUARY FGP STIPEND CHECKS	\$16,570.98
ACH	AUXIANT, serv.	\$169.00
ACH	AUXIANT, serv.	\$481.80
ACH	BANCORPSV, serv.	\$669.04
ACH	BANCORPSV, serv.	\$46.83
ACH	BANCORPSV, serv.	\$597.00
ACH	TREASURER, STATE OF IOWA, sales tax	\$8,048.59
58868	AGVANTAGE FS, supp.	\$41.04
58869	ALFIE PACKERS INC, serv.	\$131.40
58870	ANGEL JOHNSTON, supp.	\$502.00
58871	ARTWEAR / BIRDIE AND BO'S, supp.	\$80.00
58872	ASTRAL BUOYANCY CO, supp.	\$574.62
58873	BADFISH INC, supp.	\$486.60
58874	BARCO MUNICIPAL PRODUCTS, supp.	\$446.78
58875	BARRON EQUIP & OVERHEAD DOOR, serv.	\$425.00
58876	BLUE TARP CREDIT SERVICES, supp.	\$26.98
58877	BROWN SUPPLY CO, supp.	\$1,650.00
58878	BRUENING ROCK PRODUCTS INC, supp.	\$159.93
58879	CARPENTER UNIFORM CO, supp.	\$2,796.00
58880	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
58881	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
58882	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
58883	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
58884	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
58885	CC PUBLIC EMP HEALTH PLAN, serv.	\$59,615.26
58886	CENTURLINK COMMUNICATIONS, serv.	\$458.00
58887	CENTURLINK COMMUNICATIONS, serv.	\$420.02
58888	CC CHAMBER OF COMMERCE, serv.	\$24,475.00
58889	CHARLES CITY ELECTRONICS, supp.	\$282.94
58890	CHARLES CITY HOUSING, MVF tax refund	\$88.09
58891	CHARLES CITY PRESS INC, serv.	\$1,127.27
58892	CINTAS CORPORATION #762, serv.	\$113.31
58893	CINTAS-CVTC, supp.	\$101.62
58894	CITY OF CHARLES CITY, serv.	\$416.05
58895	COMPUTRONICS, serv.	\$1,274.00
58896	DALE SCHMIDT, transit ticket refund	\$27.00
58897	DANIEL J RIMROD, travel reimbursement	\$6.41
58898	DASH MEDICAL GLOVES INC, supp.	\$85.90
58899	DIGITAL ALLY INC, supp.	\$4,335.00

58900	DO IT ALL SERVICES LLC, serv.	\$995.00
58901	FAREWAY STORE, supp.	\$57.90
58902	FIRE EQUIPMENT SPECIALTIES, supp.	\$12,937.68
58903	FLOYD COUNTY ENGINEER, supp.	\$793.87
58904	FLOYD COUNTY RECORDER, serv.	\$112.00
58905	FMC LANDFILL, serv.	\$108.24
58906	FOX ENGINEERING INC, serv.	\$114,780.00
58907	GARDINER THOMSEN, serv.	\$8,300.00
58908	GHD SERVICES INC, serv.	\$79.50
58909	GRAINGER, supp.	\$64.83
58910	HACH COMPANY, supp.	\$831.05
58911	HAWKINS INC, supp.	\$5,533.00
58912	HAZARDOUS SUBSTANCE RESPONSE, serv.	\$4,566.78
58913	HOBERT ELECTRIC, serv.	\$589.05
58914	HYDRO KLEAN LLC, serv.	\$26,935.00
58915	IDOT-CASHIER'S OFFICE	**VOIDED**
58916	IDOT-CASHIER'S OFFICE, supp.	\$1,504.11
58917	IDOT-CASHIER'S OFFICE, supp.	\$516.45
58918	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$6,465.00
58919	IMAGETEK INC, serv.	\$988.05
58920	IA MUN FINANCE OFFICERS ASSOCIATION, serv.	\$50.00
58921	IMMERSION RESEARCH INC, supp.	\$784.86
58922	INTERSTATE ALL BATTERY CENTER, supp.	\$67.50
58923	IOWA DEPT OF PUBLIC SAFETY, serv.	\$1,839.00
58924	IOWA ONE CALL, serv.	\$23.50
58925	JACKSON KAYAK INC, supp.	\$5,625.05
58926	JENDRO SANITATION SERVICES, serv.	\$238.00
58927	JOHN A HOWE, serv.	\$850.00
58928	KEYSTONE LABORATORIES, serv.	\$479.42
58929	KWIK TRIP INC, supp.	\$2,926.12
58930	L&J INDUSTRIES INC, supp.	\$17.25
58931	LACAL EQUIPMENT INC, supp.	\$88.92
58932	LARSON PRINTING CO, supp.	\$737.20
58933	LAW ENFORCEMENT SYSTEMS INC, supp.	\$144.00
58934	LEAF, serv.	\$132.69
58935	LESSIN SUPPLY COMPANY, supp.	\$83.25
58936	MARCO TECHNOLOGIES-BUS OFF, serv.	\$42.20
58937	MARCO-FIRE DEPT, serv.	\$108.90
58938	MARCO TECHNOLOGIES-LEASE ACCT, serv.	\$204.05
58939	MARK MCCOY, travel reimbursement	\$8.23
58940	MARY LITTERER, supp/mileage reimbursement	\$963.25
58941	MICK GAGE PLUMBING & HEATING, serv.	\$1,238.00
58942	MICK GAGE PLUMBING & HEATING, serv.	\$154.00

Business of the Mayor-Congratulated Tom Nelson of the Charles City Press on an award he received. The mayor had also attended IC School on Friday to read a proclamation for Catholic School's week. Mayor is recommending to reappoint Keisha Cunnings and Chuck LeMaster to planning and zoning commission and Laura Wallace, Jeff Sisson and Carol Frye to the Historic Preservation Commission. He recommend appointing Jim Erb to the Upper Cedar Watershed Management Improvement Authority. Motion by Freeseeman, second by Mallaro to approve the appointments. Ayes-5

Mayor Andrews opened the public hearing on the 2018 Sanitary Sewer Lining Project. Affidavit of publication dated 1/25/18 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 by Freeseeman to close the hearing. Ayes-5 City Engineer John Fallis reported this project is a continuation of an ongoing program to rebuild sanitary sewer lines in-place without excavation. This year's project will involve lining approximately 8,000 lineal feet of sanitary sewer mains located in areas north of 16th Avenue on the east and west side of North Grand Avenue One addendum was issued during the bidding process to clarify the bid letting date, the final construction documents match the previously approved preliminary plans and specifications. Bids were due February 1st and we had five bids. Low bid was from Hydro-Klean, Des Moines, Iowa for \$172,356.00 with the engineers estimate being \$175,000.00. We have successfully worked with Hydro-Klean in the past. Council member Freeseeman introduced Resolution No. 11-18 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS, AND FORM OF CONTRACT FOR THE 2018 SANITARY SEWER LINING PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes-Starr, Joerger, Freeseeman, Hammond and Mallaro. Nays-none. Council member Freeseeman introduced Resolution No. 12-18 entitled, "RESOLUTION AWARDDING CONTRACT FOR THE 2018 SANITARY SEWER LINING PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes-Joerger, Freeseeman, Hammond, Mallaro, and Starr. Nays-none.

Mayor Andrews opened the hearing for the 2018 Charley Western Trail Bridge Demo Project. Affidavit of publication dated 1/25/2018 was informally filed. Mayor Andrews asked for any written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second by Hammond to close the hearing. Ayes-5. City engineer Fallis explained that this project will include taking down the Charley Western Bridge arches, and removing the abutments and piers to at least one foot below the existing grade and streambed. Two addendums were issued during the bidding process. The first provided additional explanation on the available access to the bridge site from the west side of the river. The second provided a bid item for the removal of undesirable concrete from the Shaw Avenue site. Fallis feels there addendums to be minor and did not change the scope of the project. Therefore the final construction documents essentially match the previously approved preliminary plans and specifications. Bids were due on January 29th and eight bids were received. Low bidder was Lodge Construction, Clarksville for \$267,910.40. The engineer's estimate was \$400,000. Lodge construction is from the area and will provide the City with a performance bond in the amount of the entire project prior to the Council approving the construction contract. Council member Joerger introduced Resolution No. 13-18 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE 2018 CHARLEY WESTERN TRAIL BRIDGE DEMO PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call vote as follows: Ayes-Hammond, Mallaro, Starr, Joerger, and Freeseeman. Nays-None. Council member Freeseeman introduced Resolution No. 14-18 entitled, "RESOLUTION AWARDDING CONTRACT FOR THE 2018 CHARLEY WESTERN TRAIL BRIDGE DEMO PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt

Hammond. Resolution duly passed on roll call vote as follows: Ayes-, Mallaro, Starr, Joerger, Freeseaman, and Hammond. Nays-None.

Mayor Andrews opened the hearing for the 2018 First Avenue Bridge Improvement Project. Affidavit of publication dated 1/25/2018 was informally filed. Mayor Andrews asked for any written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger to close the hearing, second by Mallaro. Ayes-5. City engineer Fallis explained that this project will include the removal of sections of the bridge deck that have delaminated. The remaining surface will be milled and a new driving surface will be installed. In addition a traffic barrier rail to separate pedestrians from the roadway traffic will be installed along with the existing handrail will be removed and replaced with 60" high chain link fencing. No addendums were issued during the bidding process, so final construction documents match the previously approved preliminary plans and specifications. Bid were due on January 29th and seven bids were received. Lowest bid came from Wicks Construction of Decorah in the amount of \$214,932.74. Engineer's estimated for this project was \$268,000. We have successfully worked with Wicks Construction in the past. Council member Joerger introduced Resolution No. 15-18 entitled, "RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE FIRST AVENUE BRIDGE IMPROVEMENT PROJECT CHARLES CITY, IOWA" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes-, Joerger, Freeseaman, Hammond, Mallaro and Starr. Nays-none. Council member Joerger introduced Resolution No. 16-18 entitled, "RESOLUTION AWARDDING CONTRACT FOR THE FIRST AVENUE BRIDGE IMPROVEMENT PROJECT, CHARLES CITY, IOWA" and moved for adoption. Second to adopt Mallaro. Resolution duly passed on roll call votes as follows: Ayes-Freeseaman, Hammond, Mallaro, Starr, and Joerger. Nays-None.

Elizabeth Thyler from Gardiner Thomsen was present to review the audit report for FY 16-17. They gave the city an unmodified opinion, which is a clean opinion. We are at 27% of our 18 million debt limit. We are well within our guidelines. The city is on a cash basis. The balance in the general fund has been increasing which is something that we may want to look at during budgeting for next year. New accounting procedure this year regarding TIF. City Clerk was required to calculate the effect of using TIF for each entity affected. A single audit was required due to the amount of federal money spent. Some of the findings included segregation for duties and inability to prepare full disclosure financial statements. There were no findings for the single audit. Tests were run on the timeliness of reporting. Certified Budget, council minutes, and business transactions were in compliance. Motion by Freeseaman, second by Joerger to approve the audit report of FY 6- 17 as presented. Ayes-5

City Engineer Fallis reviewed the street reconstruction project of Riverside Drive and Illinois Street from Joslin to Kelly. The project will include new concrete pavement with curb and gutter. SHE Engineers prepared the plans and special provisions for the street project. City Engineering Department prepared the contract documents for the bidding package. A bid date and time will be set for February 28, 2018 at 2:00 p.m. A public hearing on the final plans, specifications and form of contract for the project and sets the amount of the bid security at ten percent of the bid amount will be held March 5, 2018. Council member Joerger introduced Resolution No. 17-18 entitled, "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF CONSTRUCTION COST FOR THE RIVERSIDE/ILLINOIS STREET RECONSTRUCTION PROJECT AND ORDERING THE ADVERTISEMENT FOR BIDS" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes-Mallaro, Starr, Joerger, Freeseaman, and Hammond. Nays-None.

City Administrator Diers informed the council it was time to renew the agreement with GHD for monitoring and maintenance of the test wells at Shaw Avenue. He explained that the site is returning to

normal annual maintenance levels after a recent EPA 5 year study work has concluded and results have been good. We continue to monitor the various test wells and share the ongoing expense with Zoetis. Cost of monitoring and maintaining test wells is \$14,850.00. Our share of the costs are 50% and we fund this through General Fund. Council member Freeseaman introduced Resolution No. 18-18 entitled, "RESOLUTION APPROVING AGREEMENT FOR THE SITE MONITORING AND MAINTENANCE ACTIVITIES FOR SHAW AVENUE WITH GHD CONSULTANTS FOR 2018" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes- Starr, Joerger, Freeseaman, Hammond and Mallaro. Nays-None.

The pool heater at Lion's field pool is failing. In FY18 we budgeted \$12,000 for replacement but recently re-estimated that potential expense to be closer to \$16,000. Park and Recreation Director, Steve Lindaman, sought out quotes and the low quote received was from Mick Gage Plumbing and Heating to obtain and replace the pool heater for a total of \$14,538. Administrator Diers recommends approving this quote. Council member Joerger introduced resolution No. 19-18 entitled, "RESOLUTION APPROVING PURCHASE AND INSTALLATION OF POOL HEATER", and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes- Joerger, Freeseaman, Hammond, Mallaro and Starr. Nays- None.

Ordinance 1113 AN ORDINANCE AMENDING SUBSECTIONS OF 105.02-DEFINITIONS AND 105.10 – WASTE STORAGE CONTAINERS OF THE CHARLES CITY CODE OF ORDINANCES FOR THE PURPOSE OF MODIFYING THE REQUIREMENTS FOR THE DISPOSAL OF RESIDENTIAL SOLID WASTE AND RECYCLABLE MATERIALS was presented for the first reading. This amendment will make the code fall into line with the new style of service that is being introduced. We would also like to update some definitions in this section of code to be compliant with current and new practices. Changes would be to have a four foot separation of containers-this allows space for the mechanical arm to reach out and grasp containers and also to have 24 hour street side placement restriction- this will prohibit storage of totes to perpetually be at the curb. Exceptions will be made for those on vacation or other circumstances but is an effort to "curb" habitual street side placement. Motion by Hammond, second by Mallaro to approve the first reading of Ordinance 1113. Ayes-5. Council member Hammond read the ordinance.

City Administrator Report- Diers reported that we received our dividend check from EMC Insurance. Amount received was just under \$31,000. Diers also applied for a new grant last Friday. Grant was called Iowa Partners for Conservation. Grant would fund a staff person to help oversee Upper Cedar Water Shed Management Authority and the RCPP program. Our contribution would be a payment in-kind of about \$2,000. Diers informed the council that due to weather there have been several main breaks around town. Freeseaman asked for an update on the Communications Center. Diers said that they have been having discussions about moving the dispatch center. At this time no action has been taken. Hammond, who is on the Communications Board, stated that they have requested more information.

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

Dean Andrews, Mayor

Attest:

Virginia Titus, Deputy Clerk