

COUNCIL MINUTES
REGULAR SESSION
FEBRUARY 18, 2020

Charles City city council met in regular session on February 18, 2020 at 5:45 p.m. in council chambers. Mayor Dean Andrews presided and the following council members were present: Keith Starr, Jerry Joerger, Delaine Freeseaman, Phillip Knighten and Phoebe Pittman (arrived at 5:50). Also present was city attorney Brad Sloter.

Citizens comments - none

Mayor Andrews welcomed everyone to the meeting.

Motion by Freeseaman, second Starr to approve the agenda with moving the scheduled public hearing down on the agenda until the 6:00 published time for it. Ayes - 5

Motion by Joerger, second Knighten to approve the minutes of the January 23, 27, 30 and February 3. Ayes - 4

Motion by Starr, second Freeseaman to approve the consent calendar. Ayes - 4. Consent calendar consisted of the following items: approve 1/20 financials for city of Charles City and CC Public Employees health plan, approve filing the following liens: Unpaid utility bills: Acct5009150002 \$72.44, Acct5015110003 \$129.89, Acct5023950001 \$213.20, curb stop repair - 201 9th Ave \$1060.76 and payment of claims (including those approved by other boards):

ACH	FEB FGP CHECKS	\$13,275.39
67706	PAYROLL ENDING 2/1/2020	\$94,395.00
67724	CITY OF CHARLES CITY, PR liabilities	\$1,448.05
67725-		
67726	CC PUBLIC EMP HEALTH PLAN, PR liabilities	\$9,251.56
ACH	COLLECTION SERVICE CENTER, PR liabilities	\$268.17
ACH	EFTPS, PR liabilities	\$26,037.13
67727	EMC NATIONAL LIFE-SUPPLEM, PR liabilities	\$6.00
ACH	FAMILY COMM CREDIT UNION, PR liabilities	\$1,608.00
ACH	ICMA, PR liabilities	\$1,642.35
ACH	IOWA FINANCE AUTHORITY, loan pymt	\$5,145.07
ACH	FIRST CITIZENS BANK-CC, serv.	\$15.56
67728	L&J INDUSTRIES INC, serv.	\$74.00
67729	WINDSTREAM, serv	\$61.14
67730	FELTISHA KOLHEIM, utility deposit refund	\$90.00
67731	HOA PHAM/PHUONG LAM, utility deposit refund	\$45.69
67732	ONORATO CEJA, utility deposit refund	\$90.00
67733	DORA HAYEN, utility deposit refund	\$60.00
67734	KARI HOWLETT, utility deposit refund	\$90.00
67735	MARGARET LUCAS, utility deposit refund	\$90.00
67736	CHARLES CITY PIZZA RANCH, utility deposit refund	\$90.00
67737	JEREMY ROGSTAD, utility deposit refund	\$90.00
67738	JEREMY ROGSTAD STATE FARM, utility deposit refund	\$90.00
67739	BRET SPURGIN, utility deposit refund	\$90.00
67740	FELTISHA KOLHEIM, refund credit, utility deposit refund	\$424.71

67741	FLOYD CO PUBLIC HEALTH, supp.	\$80.00
67742	ABDO - SPOTLIGHT - MAGIC, supp.	\$663.35
67743-		
67744	BAKER & TAYLOR BOOKS,SERV, supp.	\$2,094.31
67745	BAKER & TAYLOR ENTERTAIN, supp.	\$54.92
67746	BRODART COMPANY, supp.	\$119.62
67747	CANON FINANCIAL SERVICES, serv.	\$35.18
67748	CAROL CASE, serv.	\$1,100.00
67749	CC FIRE EXTINGUISHER, serv.	\$57.00
67750	CC PUBLIC EMP HEALTH PLAN, serv.	\$2,711.49
67751	CENTER POINT LARGE PRINT, supp.	\$95.94
67752	CENTURION HOLDINGS 1 LLC, supp.	\$50.00
67753	COREY HAWKE, serv.	\$389.00
67754	DEMCO INC, supp.	\$107.06
67755	GALE, supp.	\$72.78
67756	GARETH STEVENS PUBLISHING, supp.	\$500.16
67757	GORDON FLESCH COMPANY,serv.	\$69.00
67758	HEARTLAND AG-BUSINESS GRP, supp.	\$25.00
67759	HOCKENSON PLUMBING, supp.	\$105.12
67760	HY-VEE INC, supp.	\$127.05
67761	INGRAM LIBRARY SERVICES, supp.	\$102.05
67762	JOHNSON CONTROLS FIRE PRO,serv.	\$3,690.83
67763	KMART STORE #7767,serv.	\$28.05
67764	LEAF, serv.	\$72.30
67765	MARTIN BROS DISTRIBUTING,serv.	\$585.42
67766	MEDIACOM, serv.	\$321.60
67767	MIDAMERICAN ENERGY, serv.	\$2,083.74
67768-		
67769	MIDWEST TAPE, supp.	\$809.48
67770	NEWBAUER INC, serv.	\$44.25
67771	OLYMPIA BOOK CORP, supp.	\$139.31
67772	STAPLES ADVANTAGE, supp.	\$53.06
67773	STATE HISORICAL SOCIETY, supp.	\$24.95
67774	STATE LIBRARY OF IOWA, supp.	\$125.00
67775	COMPUTER PARKER LLC, supp.	\$7,031.58
67776	EDUCATIONAL DEVELOPMENT , supp.	\$153.23
67777-		
67778	VISA, serv.	\$706.40
ACH	AUXIANT, serv.	\$183.86
ACH	BANCORPSV, serv.	\$1,267.05
ACH	US POSTAL SERVICE, postage	\$1,000.00
67779-		
67794	PAYROLL ENDING 2/15/2020	\$89,634.60
67795	CITY OF CHARLES CITY, PR liabilities	\$1,448.05

67796-		
67797	CC PUBLIC EMP HEALTH PLAN, PR liabilities	\$9,251.08
67798	EMC NATIONAL LIFE, PR liabilities	\$6.00
67799-		
67800	LINCOLN NATIONAL LIFE INS, PR liabilities	\$285.00
67801-		
67803	DELTA DENTAL, PR liabilities	\$1,723.86
ACH	VSP, PR Liabilities	\$341.14
ACH	TREASURER STATE OF IOWA,, PR liabilities	\$10,395.00
ACH	MUNICIPAL FIRE & POLICE,, PR liabilities	\$26,814.21
ACH	IPERS, PR liabilities	\$29,969.65
ACH	ICMA, PR liabilities	\$1,642.35
ACH	FAMILY COMM CREDIT UNION, PR liabilities	\$1,608.00
ACH	EFTPS, PR liabilities	\$24,590.32
ACH	AFLAC, PR liabilities	\$1,096.80
ACH	COLLECTION SERVICE CENTER, PR liabilities	\$237.70
67804	AGSOURCE COOPERATIVE SERVE, serv.	\$164.00
67805-		
67806	ARNOLD MOTOR SUPPLY LLP, supp.	\$899.55
67807	ARNOLD MOTOR SUPPLY LLP, serv.	\$57.32
67808	BLACKHAWK AUTOMATIC SPRINKLERS, serv.	\$221.00
67809	BRUENING ROCK PRODUCTS Inc., supp.	\$620.79
67810-		
67811	BUSINESS CARD, serv.	\$3,062.88
67812-		
67813	CARQUEST AUTO PARTS, supp.	\$472.17
67814	CEDAR CREEK TREE SERVICE, serv.	\$10,093.00
67815	CENTRAL STATES GROUP, supp.	\$3,400.95
67816	CENTURLINK, serv.	\$234.00
67817	CINTAS CORPORATION, serv.	\$62.29
67818	CITY OF CHARLES CITY	\$1,026.68
67819	CJ COOPER & ASSOCIATES IN, serv.	\$35.00
67820	COMPUTRONICS, supp.	\$1,215.00
67821	DEBOEST CONCRETE, serv.	\$2,500.00
67822	DIGITAL-ALLY INC, supp.	\$145.00
67823	DO IT ALL SERVICES LLC, serv.	\$1,685.00
67824	DON'S TRUCK SALES INC, serv.	\$95.25
67825	NORM ZIMMERMAN-DBL Z CONS, serv.	\$296.96
67826	EQUIPMENT BLADES INC, supp.	\$2,495.40
67827	ETHANOL PRODUCTS LLC, supp.	\$1,574.63
67828	GALLS LLC, supp.	\$19.84
67829	GENERAL COLLECTION COMPANy, serv.	\$65.78
67830	HACH COMPANY, supp.	\$219.89
67831	HARRISON TRUCK CENTERS, supp.	\$84.78

67832	HAZARDOUS SUBSTANCE RESPONSE, serv.	\$4,213.75
67833	HY-VEE INC, supp.	\$9.98
67834	IOWA ASSOC MUNICIPAL UTIL, serv.	\$320.00
67835	IA MUN FINANCE OFFICERS ASSOC., dues	\$50.00
67836	INTERNATIONAL CODE COUNCIL, dues	\$135.00
67837	IOWA DEPT INSPECTIONS/APP, license	\$150.00
67838	JACKSON STREET PRESS, supp.	\$105.78
67839	JENDRO SANITATION SERVICE, serv.	**VOIDED**
67840	JENDRO SANITATION SERVICE, serv.	\$238.00
67841	JENNIFER LANTZ, mileage reimburse.	\$200.10
67842	JOHN DEERE FINANCIAL, suppl.	\$407.57
67843	KRIVACHEK JANITORIAL SUPPLY, supp.	\$39.00
67844	LEAF, serv.	\$121.10
67845	LESSIN SUPPLY COMPANY, supp.	\$547.51
67846	LESSIN SUPPLY COMPANY, supp.	\$387.73
67847	MACQUEEN EQUIPMENT GROUP, supp.	\$34.52
67848	MARCO, serv.	\$119.86
67849	MCROBERTS RED POWER, supp.	\$83.98
67850	MIDLAND GIS SOLUTIONS LLC, serv.	\$125.00
67851	MISSISSIPPI LIME COMPANY, supp.	\$6,585.12
67852	MTI DISTRIBUTING INC, supp.	\$29.54
67853	NEB-IA INDUSTRIAL FASTENER, serv.	\$99.13
67854	NEW HAMPTON TRIBUNE, serv.	\$34.08
67855	NEWBAUER INC, serv.	\$102.80
67856	NEWBAUER INC, serv.	\$212.00
67857	NIACOG, serv.	\$461.69
67858	OFFICE DEPOT, supp.	\$140.95
67859	OUTLAW TRUCK PARTS, supp.	\$591.08
67860	PAUL HUGHES, mileage reimbursement	\$100.65
67861	PERRY NOVAK ELECTRIC INC, serv.	\$1,148.75
67862	PERRY NOVAK ELECTRIC INC, serv.	\$413.75
67863	PETTY CASH-BUS OFF, supp.	\$35.46
67864	POSTMASTER, postage	\$890.00
67865	PRIORITY AUTO GLASS, serv.	\$225.00
67866	PRODUCTIVITY PLUS ACCOUNT, supp.	\$3,510.80
67867	RONALD HILLEGAS/R&S MOWING, serv.	\$1,381.25
67868	RILEY'S INC, supp.	\$168.46
67869	SCHAEFFER MFG CO, supp.	\$114.72
67870	SCHUETH ACE HARDWARE, supp.	\$161.40
67871	SHRED-IT US JV LLC, serv.	\$45.00
67872	SKYLINE TREE SERVICE LLC, serv.	\$11,900.00
67873	SNAP-ON TOOLS/DUANE KAY, supp.	\$536.80
67874	SUPERIOR LUMBER INC, supp.	\$47.10

67875	T AND K TRACTOR REPAIR, serv.	\$100.00
67876	TERRACON CONSULTANTS INC, serv.	\$9,535.25
67877	JAMES ZIMMERMAN-TRIUMPH SURPLUS, serv.	\$10.88
67878	UNITED STATES CELLULAR, serv.	\$760.03
67879	USA BLUEBOOK, supp.	\$532.18
67880	WISCONSIN INDEPENDENT NET, serv.	\$1,200.00
67881	ZEP SALES AND SERVICE, supp.	\$204.39
67882	ZIEGLER INC, supp.	\$366.68
67883	JENDRO SANITATION SERVICE, serv.	\$47,468.68
ACH	BARBARA BROWN, mileage reimbursement	\$83.46
ACH	CARMEN RAMSAY, mileage reimbursement	\$10.08
ACH	JACQUELINE FERCH, mileage reimbursement	\$24.32
ACH	LADONNA NORRIS, mileage reimbursement	\$8.32
ACH	MAVIS BEENEN, mileage reimbursement	\$8.32
ACH	SHARON JOHNSON, mileage reimbursement	\$6.40
ACH	VALERIE M JENKINS, mileage reimbursement	\$9.40
ACH	VICKI INMAN, mileage reimbursement	\$43.50
ACH	FIRST SECURITY BANK, project coordinator	\$15,000.00
ACH	PORTZEN CONSTRUCTION, serv.	\$742,350.88

\$1,265,095.06

Dec Receipts - Gen - 150491.27;Disp-37659.46;K-9-120.00;SafetyEd-550.00;P/R C/I-177.47;CommEquip-1281.99;H/M-149.25;RAGBRAI-.27;RUT-60642.52;EmpBen-76527.55;CVTC-3397.30;Emerg-3447.15;OptTx-75529.71;TIF-5114.06;FGP-44415.22;PubHous-111204.25;Sect8-39665.24;DebtServ-16620.01;Water-188630.84;Sewer-149342.31;Waste-61104.88;Transit-3543.00;SWU-18112.14;FireExt-1388.00

Dec Disbursements - Gen-225590.45;Disp-37861.10;K-9-6245.86;P/R C/I-31220.00;CommEquip-8825.79;RUT-87573.70;EmpBen-80007.50;CVTC-5883.02;TIF-209865.94;LibrTr-5176.50;FGP-41140.91;PubHous-43339.18;Sect8-66580.62;Cable-1240.99;DebtServ-6910.00;Street rel C/I-10868.47;CW Bridge-820.10;Fiber to Home-19915.91;Water-215695.12;Sewer-81529.59;WWTP Expansion-59343.66;WasteFnd-48533.96;Transit-22713.63;SWU-12707.59;FireExt-21.00

Jan Receipts - Gen-2291152.52;Disp-37861.10;P/R C/I-122.38;CommEq-1262.56;H/M-132.97;RAGBRAI-.27;RUT-104037.58;EmpBen-7812.29;CVTC-8970.70;Emerg-432.65;OptTx-75063.77;TIF-2510.27;LibrTr-762.48;FGP-30974.52;PubHous-63839.41;Sect8-72710.14;rehab grant-49106.00;Cable-2250.00;DebtServ-2100.80;'18CapFnd-2080.83;'19CapFnd-2090.38;Water-169858.25;Sewer-126314.26;WasteFnd-56556.28;Transit-23637.37;SWU-17072.99;FireExt-124.00

Jan Disbursements - Gen-2362720.02;Disp-32208.82;K-9-65.00;SafetyEd-597.92;P/R C/I-19512.50;CommEq-3227.00;RUT-132438.35;EmpBen-80451.99;CVTC-5190.54;LibrTr-736.39;FGP-28505.70;PubHous-50735.70;Sect8-71779.05;Cable-4560.00;DebtServ-500.00;Street Rel C/I-73186.77;'18CapFnd-2080.83;'19CapFnd-2090.37;Fiber to Home-4950.00;Water-105913.34;Sewer-78429.30;WWTPExpansion-707323.69;WasteFnd-57993.16;Transit-26063.80;SWU-2778.37;FireExt-666.15

A one million loan to the newly formed telecommunications utility from the city was reviewed. This loan will give them start up funds to get everything in place for operation. Once the telecom gets it's funds secured, the city will be reimbursed. A rate of 3% has been set for this loan with a maturity date of September 1, 2020. Council member Joerger introduced Resolution 27-20 entitled, "RESOLUTION APPROVING LOAN TO CHARLES CITY MUNICIPAL TELECOMMUNICATIONS UTILITY IN AN AMOUNT NOT TO EXCEED \$1,000,000" and moved for adoption. Second to adopt Freeseaman.

Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Knighten. Nays - none.

Pittman arrived at 5:50.

As part of the budgeting process for FY21, items have been identified for the annual one day borrowing. One set of items are considered essential corporate purposes and include police/fire equipment, tree removal, nuisance abatement/demo funds and airport project. The other set of items is considered general corporate purpose and includes work on Wildwood clubhouse and overhead doors on the fire station. A debt service levy will be collected through FY21 and the loan will be executed in June 2021. So two public hearings need to be scheduled for March 2 for these two sets of items. Council member Joerger introduced Resolution 28-20 entitled, "RESOLUTION SETTING THE DATE FOR PUBLIC HEARINGS AND ADDITIONAL ACTION ON PROPOSALS TO ENTER INTO GENERAL OBLIGATION LOAN AGREEMENTS AND TO BORROW MONEY THEREUNDER" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none

The city had acquired a \$2000 option to purchase property at 808 N. Main known as Cal's Auto for \$170,000. This property was originally planned to be used for housing the new telecommunications utility. The telecom has since found a more suitable property but city staff is recommending the city still purchase the 808 property. If another business goes in to where Simply Essentials was, any possible expansion for that building would have to go to the east. If that would occur, the city could re-direct that portion of Main Street to the east and hook up to Grand Avenue at more of a "T" intersection. Owning that property at 808 Main would allow the city to do this change to N. Main Street. Until such time, the city can utilize the building for equipment storage. Council member Joerger introduced Resolution 29-20 entitled, "RESOLUTION APPROVING NOTICE TO EXERCISE OPTION FOR THE PURCHASE OF REAL ESTATE" and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none
Resolution 30-20 had been prepared to approve changes to a 28E agreement for a regional safety group. However, the only changes made by IAMU were to the safety services agreement which will be executed by the delegates on the safety commission, not the individual cities. So there is no action needed on this resolution. We may have to have action to appoint Steve Diers to this safety commission with Ginny Titus as alternate, city clerk O'Donnell will check into this. No action taken on Resolution 30-20.

A public hearing needs to be scheduled for the FY21 proposed budget. The levy for FY21 has been set at \$16.02, which is up slightly from FY20 levy of \$15.90. Main reason for this increase is ambulance payment, funding for the airport project, increase in employee benefits and transit costs. This hearing is scheduled for March 2 at 6:00 p.m. Council member Freeseaman introduced Resolution 31-20 entitled, "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON THE FY21 BUDGET" and moved for adoption. Second to adopt Joerger. Resolution duly passed on roll call vote as follows: Ayes - Starr, Joerger, Freeseaman, Pittman, Knighten. Nays - none.

Pay estimate #4 has been submitted to the city engineer for the WRRF project. The payment to be made to Portzen Construction is for \$742,350.88. Fox Engineering has reviewed the request and is recommending approval. Council member Joerger introduced Resolution 32-20 entitled, "RESOLUTION APPROVING PAY ESTIMATE #4 FOR WATER RESOURCE RECOVERY FACILITY PROJECT" 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.

Mayor Andrews opened the public hearing on the maximum tax dollars from certain levies. Affidavit of publication dated 2/6/20 was informally filed. He asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Joerger, second Freeseaman to close the hearing. Ayes - 5 This levy is part of a new process the state is requiring this year for budget process. Our maximum levy is comprised of \$8.10 general levy, transit levy, liability/property/self insurance levy, emergency management levy, emergency levy, police/fire retirement levy, FICA/IPERS levy and other employee benefits levy.

Council member Joerger introduced Resolution 26-20 entitled, "RESOLUTION APPROVING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2020-2021 BUDGET" 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.

Mayor Dean Andrews announced, as per published notice, that this was the time and place for a Public Hearing on the status of funded activities for the City of Charles City Housing Rehabilitation Program. Affidavit of publication dated 2/7/20 was informally filed. The Program is being funded by a \$232,700 grant awarded by the Iowa Economic Development Authority (IEDA) in August of 2018 and by \$13,800 in local match funds contributed by the City of Charles City. The funds are being used to rehabilitate owner-occupied homes in the community. Prior to the Public Hearing no comments, oral or written, were received by the City. However, Steve Wendt from the North Iowa Area Council of Governments (NIACOG), gave several comments pertaining to the grant program. Wendt's comments included a general description of the accomplishments to date. Wendt stated that the rehabilitation project on 1 home included in the program has been completed. Wendt further stated that the rehabilitation of 1 project is nearing completion, 2 projects were recently started, and that contractor bid procurement for 2 more projects will be underway later this year. All projects will be completed well before the CDBG contract end date with the City - August 31, 2021. Wendt also commented that upon completion of the program, the City may be able to exceed its 6 home original performance target by 1 home (7 home rehabilitated altogether) depending on the amount of grant funds remaining after the first 6 homes are completed. A summary of grant and local match expenditures to date was also presented. To date, \$62,228 in CDBG grant funds has been drawn down or requested but upon completion of the remaining projects, it is forecasted that most if not all of the \$232,700 in total grant funds will be expended. Also to date, \$2,600 of the City's \$13,800 total local match obligation has been expended. The City's remaining local match obligation of \$11,200 will be expended as projects are put under contract and/or completed. Wendt also commented on other changes to the original project budget as shown by a breakdown of the final costs expended or estimated to be expended on each of the homes that have been or will be rehabilitated in the grant program. Wendt also commented on the main objective of the City of Charles City Housing Rehabilitation Program, which is to increase the supply of safe and sound housing, in the selected target area, for low to moderate income (LMI) households. In this regard, Wendt showed the target area map from which all of the assisted homeowners are selected, and also showed the income limits (LMI) for the Program. Wendt further stated that all homeowners assisted in the Program have or will meet these limits. Wendt then fielded questions from those in attendance, Afterwards, being no further discussion, comments, or questions, motion by Starr, second Pittman to close the hearing. Ayes - 5

City attorney Slotter reported that he had contacted IWireless about the lease term but has not heard back yet.

City clerk O'Donnell reported that the next planning session will be held on February 24 at 6:00 p.m.

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

Dean Andrews, Mayor

Attest:

Trudy O'Donnell, City Clerk

