

COUNCIL MINUTES
MARCH 2, 2020
REGULAR SESSION

Charles City city council met in regular session on March 2, 2020 at 6:00 p.m. in council chambers. Mayor Dean Andrews presided and the following members were present: Keith Starr, Jerry Joerger, DeLaine Freeseaman, Phoebe Pittman, and Phillip Knighten. 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 Joerger to approve the agenda. Ayes-5.

Motion by Joerger, second by Pittman to approve the minutes of the February 10, 18 and 24 meetings. Ayes-5.

Motion by Joerger, second Freeseaman to approve the consent calendar. Ayes-5 Consent calendar consisted of the following: approve Class LC liquor license w/Sunday Sales and outdoor service for Wildwood Golf Course, Approve renewal of Class B liquor license w/Sunday Sales and outdoor service for St. Charles Brewing Company, Approve filing the following liens for outstanding utility bills: \$307.06 Acct 5009885000, \$114.78 Acct 5017110000, \$159.27 Acct5023020007, \$119.87 Acct 5019130005, \$125.73 Acct 5012460006, \$160.90 Acct 5004020002, and payment of claims (including those approved by other boards):

67884	ARNOLD MOTOR SUPPLY, supp.	\$29.45
67885	BUSINESS CARD, supp.	\$2,431.29
67886	CATHERINE MARIE OTT, serv.	\$495.00
67887	CENTURYLINK, serv.	\$161.60
67888	CHARLES CIY PRESS, serv.	\$219.34
67889	CINTAS CORPORATION, serv.	\$82.83
67890	CITY OF CHARLES CITY, serv.	\$3,708.67
67891	COLLINS & ASSOCIATES, serv.	\$7,100.00
67892	DO IT ALL SERVICES, serv.	\$273.50
67893	HERRON'S BAND BOX, serv.	\$972.37
67894	HOCKENSON PLUMBING, serv.	\$1,593.34
67895	HOUSING AUTH ACCTG SPECIALISTS, serv.	\$500.00
67896	JENDRO SANITATION SERVICES, serv.	\$790.00
67897	KOCH OFFICE GROUP, supp.	\$8.77
67898	KWIK TRIP INC, supp.	\$141.64
67899	LARSON PRINTING CO, supp.	\$278.95
67900	LEAF, serv.	\$241.64
67901	LESSIN SUPPLY COMPANY, supp.	\$31.12
67902	LINDERMAN HEATING & AIR, serv.	\$680.23
67903	LORIANNE HOFFMAN, overpayment refund	\$22.00

67904	MEDIACOM, serv.	\$156.90
67905	MEHMEN PAINTING, serv.	\$695.00
67906	MIDAMERICAN ENERGY, serv.	\$8,845.09
67907	NAHRO, serv.	\$522.88
67908	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$512.00
67909	NORTH IOWA LAWN & SPORTS, serv.	\$69.95
67910	P&K MIDWEST, supp.	\$1,385.86
67911	PERRY NOVAK ELECTRIC INC, supp.	\$170.00
67912	PETTY CASH-HOUSING, supp.	\$80.00
67913	PHADA, serv.	\$690.00
67914	PLUNKETT'S PEST CONTROL, serv.	\$720.00
67915	R&S MOWING LLC, serv.	\$845.00
67916	RESERVE ACCOUNT, supp.	\$750.00
67917-67918	SCHUETH ACE HARDWARE, supp.	\$445.05
67919	SHORT ELLIOTT HENDERICKSON, serv.	\$301.98
67920	SHERWIN-WILLIAMS CO, supp.	\$580.20
67921	STAPLES ADVANTAGE, supp.	\$87.54
67922	SUPERIOR LUMBER INC, supp.	\$349.14
67923	T-J SERVICE INC, serv.	\$1,511.93
67924	TENANT PI LLC, serv.	\$90.50
67925	COMPUTER PARKER LLC, serv.	\$27.50
67926	UNITED STATES CELLULAR, serv.	\$139.93
67927	CENTURYLINK, serv.	\$127.12
67928	CHICKASAW CO EXTENSION, serv.	\$75.00
67929	IOWA NAHO, serv.	\$375.00
67930-67942	MARCH HAP CHECKS	\$11,673.50
ACH	MARCH HAP CHECKS	\$57,383.90
ACH	AUXIANT, serv.	\$350.00
ACH	BANCORPSV, serv.	\$553.45
ACH	BANCORPSV, serv.	\$584.88
ACH	DARLENE TOYNE (FGP), mileage	\$27.00
ACH	TREASURER, STATE OF IOWA, sales tax	\$11,690.23
67943	ARNOLD MOTOR SUPPLY LLP, supp.	\$323.17
67944	BREITBACH CHIROPRACTIC, serv.	\$110.00
67945	CAL'S AUTO REPAIR INC, serv.	\$54.20
67946	CALHOUN-BURNS & ASSOCIATES, serv.	\$33,826.00
67947	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
67948	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
67949	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
67950	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
67951	CC PUBLIC EMP HEALTH PLAN	**VOIDED**
67952	CC PUBLIC EMP HEALTH PLAN, serv.	\$77,054.39
67953	CHARLES CITY AREA DEV CORP, serv.	\$522.50

67954	CIRCLE K COMMUNICATIONS INC, serv.	\$5,086.38
67955	CROELL INC, serv.	\$129,795.11
67956	D&L CAR CARE, serv.	\$195.00
67957	DAVE SYVERSON TRUCK CENTERS, supp.	\$1,639.78
67958	DISH NETWORK, serv.	\$106.13
67959	DO IT ALL SERVICES LLC, serv.	\$180.00
67960	ELECTRICAL ENG & EQUIP CO, serv.	\$3,705.39
67961	FAREWAY STORE, supp.	\$131.19
67962	FARMERS FEED & GRAIN INC, tax rebate	\$5,191.71
67963	FLOYD COUNTY AUDITOR, serv.	\$1,913.00
67964	FOX ENGINEERING INC, serv.	\$63,000.90
67965	GORDON FLESCH COMPANY INC, serv.	\$289.10
67966	GHD SERVICES INC, serv.	\$870.89
67967	GWORKS, serv.	\$396.00
67968	HANNAH DEVORE, serv.	\$60.00
67969	HAWKINS INC, supp.	\$1,516.80
67970	HEARTLAND ASPHALT INC, serv.	\$3,565.24
67971	IOWA ASSOC MUNICIPAL UTILITIES, serv.	\$950.00
67972	IOWA LAW ENFORCEMENT ACADEMY, serv.	\$150.00
67973	IOWA FIRE CHIEFS' ASSOCIATION, serv.	\$25.00
67974	IOWA MAYORS ASSOCIATION, serv.	\$30.00
67975	IOWA ONE CALL, serv.	\$18.40
67976	IOWA PRISON INDUSTRIES, supp.	\$635.00
67977	IOWA PUMP WORKS INC, serv.	\$1,708.65
67978	ISAIAH JAY TILTON, serv.	\$150.00
67979	JOHN FALLIS, travel reimbursement	\$129.59
67980	JOHN A HOWE, serv.	\$850.00
67981	JUSTIN DEVORE, serv.	\$30.00
67982	KATHERINE ELIZABETH PRICHARD, serv.	\$30.00
67983	KEYSTONE LABORATORIES, serv.	\$478.43
67984	KOCH OFFICE GROUP, serv.	\$131.09
67985	LOOKOUT POINT COMMUNICATIONS, serv.	\$26,047.31
67986	MARCO TECHNOLOGIES LLC, serv.	\$52.58
67987	MARCO TECHNOLOGIES LLC, serv.	\$204.05
67988	MARK HYDRAULIC CO INC, supp.	\$458.80
67989	MERRITT COMPUTER SERVICE INC, serv.	\$463.00
67990	METERING TECHNOLOGY SOLUTIONS, supp.	\$3,908.88
67991	MICHAEL W REH, JR, serv.	\$90.00
67992	MICK GAGE PLUMBING & HEATING, serv.	\$50.00
67993	MIDAMERICAN ENERGY	**VOIDED**
67994	MIDAMERICAN ENERGY	**VOIDED**
67995	MIDAMERICAN ENERGY	**VOIDED**
67996	MIDAMERICAN ENERGY, serv.	\$30,782.46

67997	MIKE'S C&O TIRE INC, serv.	\$86.65
67998	MILLS-INC, serv.	\$530.53
67999	MOSS ROOFING & INSULATION INC, serv.	\$4,288.00
68000	NCL OF WISCONSIN, supp.	\$201.05
68001	NIACC, serv.	\$625.00
68002	NOAH, SMITH, SCHUKNECHT & SLOTER, serv.	\$4,466.70
68003	NORTHERN SAFETY CO INC, supp.	\$322.89
68004	OFFICE DEPOT, supp.	\$84.99
68005	OUTLAW TRUCK PARTS, supp.	\$9.36
68006	PAWS HUMANE SOCIETY, serv.	\$1,550.00
68007	POWERPLAN, serv.	\$1,568.11
68008	PRO CATTLE PARTNERS LLC, tax rebate	\$5,951.12
68009	RILEY'S INC, supp.	\$661.12
68010	SISSON & ASSOCIATES INC, serv.	\$3,559.90
68011	STEWART M DALTON, serv.	\$90.00
68012	TERRACON CONSULTANTS INC, serv.	\$6,560.50
68013	TRIUMPH SURPLUS, serv.	\$11.22
68014	USA BLUEBOOK, supp.	\$575.82
68015	VESSCO INC, supp.	\$1,752.02
68016	WERTJES UNIFORMS, supp.	\$661.00
68017	WULFF TRUCKING, serv.	\$807.50

TOTAL \$552,847.87

Business of the mayor-Census is coming up. It will be mostly done on-line. He encourages citizens to participate.

Emily Stowe, an Immaculate Conception PTO representative, was at the meeting to request the use of the walking trail along the river for the purpose of holding a Color Run. This event is open to the public and is being held May 16th for a fundraiser. Freeseaman motioned to allow use of the walking trail for the color run, second by Pittman. Ayes-5.

A public hearing was opened for the Consideration of the FY21 City Budget. Affidavit of publication dated 2/20/20 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Starr, second by Joerger to close the hearing. Ayes-5.

The FY21 budget process is complete. Diers explained that we saw a slight increase in valuations. We are budgeting a slight increase in levy rate from \$15.90 per \$1,000 of valuation to \$16.02 per \$1,000 of valuation. Max levy rate, which was a new process this year, saw a .81% increase in total tax dollars levied from the previous year. Diers feels we are getting a lot accomplished with this budget and it is being done at a good value. Councilmember Joerger introduced Resolution No. 34-20 entitled, "RESOLUTION TO APPROVE THE CITY OF CHARLES CITY BUDGET FOR THE FISCAL YEAR ENDING JUNE 30,

2021” and moved for adoption. Second to adopt Freeseaman. Resolution duly passed on roll call vote are follows: Ayes-Starr, Joerger, Freeseaman, Pittman and Knighten. Nays-none.

A public hearing was opened for the Main Street Bridge project. Affidavit of publication dated 2/24/20 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Starr, second by Joerger to close the hearing. Ayes-5.

The City Council previously had approved the preliminary plans and specifications for the Main Street Bridge repair project. There were no changes to the bidding documents so the final construction documents match the previously approve preliminary plans and specifications. Councilmember Freeseaman introduced Resolution No. 35-20 entitled, “RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE MAIN STREET BRIDGE REPAIR PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Joerger, Freeseaman, Pittman, Knighten, and Starr. Nays- None.

We received two bids on the project, Jasper Construction, Newton, IA in the amount of \$280,726 and Henkel Construction, Mason City, IA in the amount of \$328,210. An alternate bid item was also included for painting the bridge. Those bids were Jasper Construction \$114,900 and Henkel Construction \$104,200. Fallis recommends awarding the base bid to and approving the contract and bond with Jasper Construction. Councilmember introduced Resolution No. 36-20 entitled, “RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR MAIN STREET BRIDGE REPAIR PROJECT” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Freeseaman, Pittman, Knighten, Starr and Joerger. Nays- None.

A public hearing was opened for the HMA paving project. Affidavit of publication dated 2/24/20 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 Freeseaman to close the hearing. Ayes-5.

The council had previously had approved the preliminary plans and specifications for the 2020 HMA paving project. There were no changes to the plans and specifications so the scope of the project remains unchanged from the previously approved documents. Councilmember Freeseaman introduced resolution No. 37-20 entitled, “RESOLUTION APPROVING FINAL PLANS, SPECIFICATIONS AND FORM OF CONTRACT FOR THE HMA PAVING PROJECT, CHARLES CITY, IOWA” and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Knighten, Starr, Joerger, Freeseaman and Pittman. Nays-none.

One base bid was received from Heartland Asphalt on the 2020 HMA Paving Project in the amount of \$1,158,285.90. Two alternate projects, Library parking lot and resurfacing of Sportsmen’s Park tennis courts, were to be bid separately. Those bid prices were as follows: Library parking lot \$94,088.75 and overlay of tennis courts \$115,361.50. City has successfully worked with Heartland Asphalt in the past. Fallis recommends approving contract and bond with Heartland Asphalt to include alternate projects. Councilmember Joerger introduced Resolution No. 38-20 entitled, “RESOLUTION APPROVING AWARD AND CONTRACT AND BOND FOR THE HMA PAVING PROJECT” and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes-Starr, Joerger, Freeseaman, Pittman, and Knighten. Nays-none.

A public hearing was opened for proposal in enter into an essential corporate purpose loan agreement.

Affidavit of publication dated 2/24/2020 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 Freeseaman to close the hearing. Ayes-5.

A public hearing was opened for proposal to enter into a general corporate purpose loan agreement. Affidavit of publication dated 2/21/20 was informally filed. Mayor Andrews asked for written comments. There being none, he then asked for oral comments. There were none. Motion by Freeseaman, second by Pittman to close the hearing. Ayes-5.

Part of the FY21 budgeting process includes short term borrowing for various pieces of equipment and repairs. Some items are considered essential corporate purpose and some are general corporate purpose. A breakdown of items which totaled \$348,683 was provided to the council for their review. Councilmember Freeseaman introduced Resolution No. 39-20 entitled, "RESOLUTION AUTHORIZING AND COMBINING LOAN AGREEMENTS, APPROVING THE FUTURE ISSUANCE OF A GENERAL OBLIGATION CORPORATE PURPOSE NOTE AND PROVIDING FOR THE LEVY OF TAXES TO PAY THE SAME" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes- Pittman, Knighten, Starr, Joerger, and Freeseaman. Nays-None.

The city recently joined a safety group through IAMU to help coordinate safety training for city employees. A safety coordinator will be hired to schedule and help conduct the trainings for the entities that are participating in this 28E. A board has been established that is comprised of members of the entities. The city needs to designate our representative. Recommendation is that Steve Diers will be our representative and Ginny Titus will be the alternate. Councilmember Freeseaman introduced Resolution No. 40-20 entitled, "RESOLUTION DESIGNATING CITY REPRESENTATIVES TO SAFETY GROUP NORTH CENTRAL" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes-Knighten, Starr, Joerger, Freeseaman, and Pittman. Nays-none.

The housing department is working on a parking lot and sidewalk improvement project. This project will address maintenance and repairs to existing lots and sidewalks at North and South Cedar Terrace and Morningside apartments. Preliminary plans, contract documents, and a notice of hearing to bidders need to be approved. A date of April 1, 2020 at 2:00 pm is being proposed for the bid date and April 6th as the date for the hearing on the final plans, specifications and form of contract for the project. Amount of bid security will also be set at 10% of bid amount. SEH prepared the specifications and they will assist in the bidding and contract award. Project will be funded with 2018 and 2019 Capital Fund grants.

Councilmember Freeseaman introduced Resolution No. 41-20 entitled, "RESOLUTION APPROVING PRELIMINARY PLANS, SPECIFICATIONS, CONTRACT DOCUMENTS AND NOTICE OF HEARING TO BIDDERS FOR THE HOUSING DEPARTMENT PARKING LOT & SIDEWALK IMPROVEMENTS-CHARLES CITY, IOWA" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Starr, Joerger, Freeseaman, Pittman and Knighten. Nays-none.

A lease for an antenna on the top of the water tower is set to expire in April of 2020. Staff has been working on negotiations with I Wireless for the past few months on the terms of a new lease. A final draft has been presented to the council. Lease will be in five- year increments with a total of 15 years. Price will start at \$1,600.44 per month and at each five- year renewal it will go up by 15%. Councilmember Freeseaman introduced Resolution No. 42-20 entitled, "RESOLUTION APPROVING RENEWAL OF THE LEASE AGREEMENT BETWEEN CITY OF CHARLES CITY AND I WIRELESS" and moved for

adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes: Joerger, Freeseaman, Pittman, Knighten and Starr. Nays-none.

One of the top goals for the council was to develop a Capital Improvement Plan. We have received a proposal from Pat Callahan of Callahan Municipal Consultants LLC to facilitate the process. Callahan quoted a cost range of \$6,500 to \$11,000 to complete the process, with a not to exceed amount capped at \$11,000. Councilmember Freeseaman introduced Resolution No. 43-20 entitled, 'RESOLUTION APPROVING AGREEMENT WITH CALLAHAN MUNICIPAL COUNSULTANTS, LLC FOR DEVELOPMENT OF A CAPITAL IMPROVEMENT PLAN" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Freeseaman, Pittman, Knighten, Starr and Joerger. Nays-none.

Croell has finished the reconstruction of Hildreth Street and the final paperwork has been submitted. The project was a complete reconstruction of the street and underground utilities. The project was completed with a total cost of \$1,435,159.36. This was \$112,526.05 greater than the original bid price. This is due to \$49,749.35 in change order work and \$62,776.70 in overrun of estimate bid quantities. Change order No. 5 has a total cost of \$6,970.58 and covered additional work items as follows: geogrid was placed under the rock in the area between Ninth Street and Eight Street to stabilize the base material, five new manhole castings were placed in lieu of using the existing castings, and additional traffic control was required by the Iowa DOT when the alley approach at Gilbert Street was reconstructed. Councilmember Freeseaman introduced Resolution No. 44-20 entitled, 'RESOLUTION ACCEPTING THE HILDRETH STREET PROJECT APPROVING CHANGE ORDER #5 AND APPROVING FINAL PAYMENT" and moved for adoption. Second to adopt Starr. Ayes-Pittman, Knighten, Starr, Joerger and Freeseaman. Nays-none.

Heartland has completed construction on the Clark Street Trail Project. Iowa DOT audit is finalized and the final paperwork has been submitted so the project can be accepted. This project consisted of a 10-foot wide recreation trail placed in 2013 from Terrace Road to Lakeshore Drive. Original bid price was \$102,396.00. The final cost is \$16,445.34 greater than the original bid. This is due to Change Order #1 that added an additional cost of \$12,177.61 for additional rock material and allowed an alternate construction method to allow placement of the HMA material late in the fall. This project is funded through the Transportation Alternatives Program and the City is reimbursed for 80% of the cost. The total cost to the City for the trail extension is \$23,768.27. Councilmember Starr introduced Resolution No. 45-20 entitled, "RESOLUTION ACCEPTING THE CLARK STREET TRAIL PROJECT AND APPROVING FINAL PAYMENT" and moved for adoption. Second to adopt Joerger. Resolution passed duly on roll call vote as follows: Ayes-Knighten, Starr, Joerger, Freeseaman and Pittman. Nays-none.

Dues to an unusually wet 2018 construction season the Hildreth Street/ Riverside road construction project was completed over 2 construction seasons. Our original agreement with SHE included the design and construction services for the project. The construction services portion of the agreement was estimated fee based on a 16-week construction period. The project was completed in a 40-week period. An additional 190 hours of observation and 75 hours of construction administration was billed to the project by SEH. A supplemental agreement will be needed for these additional services. Councilmember Freeseaman introduced Resolution No. 46-20 entitled, "RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT WITH SEH FOR HILDRETH/RIVERSIDE PROJECT" and moved for adoption. Second to adopt Pittman. Resolution duly passed on roll call vote as follows: Ayes-Starr, Joerger, Freeseaman, Pittman, and Knighten. Nays-none.

An engagement letter has been received for Dorsey Whitney for services on urban renewal amendment for S. Grand district and TIF agreement preparation. This is in regards to a project in the South Grand TIF district that will include an elder care facility. Councilmember Joerger moved to approve mayor signing the engagement letter for Dorsey Whitney for services on urban renewal amendment for S. Grand district and TIF agreement preparation, second by Pittman. Ayes-5.

Wood turtle monitoring will be needed when constructing the new Charley Western Trail Bridge. Stantec Consulting Services were retained when the old bridge was demolished. Stanec's cost to prepare an avoidance plan is a lump sum fee of \$2,000.00. The monitoring is quoted on a per day basis at the rate of \$1,150.00 per day. Monitoring will consist of inspecting the site to make sure there are no wood turtles located within the construction limits. An exclusion fence will be installed to keep wood turtles from entering the construction area. Councilmember Freeseaman introduced Resolution No. 47-20 entitled, "RESOLUTION APPROVING AGREEMENT WITH STANTEC FOR WOOD TURTLE MONITORING" and moved for adoption. Second to adopt Starr. Resolution duly passed on roll call vote as follows: Ayes-Freeseaman, Pittman, Knighten, Starr and Joerger. Nays-none.

City Clerk report- Next meeting is a planning session to be held on March 11th at 6:00 p.m.

City Administrator report-WRRF discussions are moving forward on a positive note. We currently have a job posting for a Utility Billing Clerk. We also have a transit driver position. The Sioux Green line is having a public meeting on March 18th at the youth enrichment center at noon. April 9th will be speaking at the annual water conference. Plan on talking about water quality issues we have been trying to address.

Board, Commission or Committee reports-Freeseaman reported that the broadband continues to move along. March 31st will be the next meeting for the telecom. They are hoping to review business plan. Looking at hiring a general manager.

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

Dean Andrews, Mayor

Attest:

Virginia Titus, deputy city clerk

